Demolition Pay SOP

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Approved for public release: Distribution Unlimited

Document Owner:	**Approval:**	**Revision Date:**
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PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Center(TSC) to follow to process Demolition Pay.

Requirements for the following SOP Roles are identified in this SOP:

• Transaction Service Center(TSC)/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist 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 TSC's, Aircraft Carrier's or other non-TSC supported unit's 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 DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."

• 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)

• Command Pay and Personnel Administrator (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 Dept/Div Admin representatives (e.g., large afloat commands) 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. Until such time as the new CPPA NEC code (791F) is fully implemented, individual TSCs and RSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish RSCTSC 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.

• Refer to MPA 11-19, Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP) and MPM Article 7220-114 Naval Special Warfare Skill Incentive Pay, as required. Effective June 1st, 2019, the Navy transitioned NSW Officers, Special Warfare Operators and Special Warfare Boats Operators from Hazardous Duty Incentive Pay (HDIP) for parachute, dive and demolition pays to the NSW Skill Incentive Pay (SkIP). SkIP will be listed as "Save Pay" on qualified service members Leave and Earning Statement (LES) and it will reflect as a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA).

• Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.

• In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/.

• Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.

• Update and verify monthly Demolition Pay tracking report. This Demolition Pay tracking report is NOT to be used to verify continued qualification status, but rather to verify that the Service Member receiving the Demolition Pay is still assigned to the Command/Unit Identification Code (UIC) that is serviced by the TSC. Clerk should follow-up with CPPA to resolve any discrepancies.

• Protect Personally Identifiable Information (PII)

• All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: https://www.doncio.navy.mil/.

#	System	Description
1.	DJMS MMPA	· 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. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Log in to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
2.	NSIPS/ESR	· Navy Standard Integrated Personnel System (NSIPS enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS ESR provides a display of an individual's pay and personnel information. · Login into NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
3.	DMR/DMO	· DFAS MilPay Repository (DMR) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.
4.	DWOWS	· 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. https://dwows.csd.disa.mil
5.	Enterprise Customer Relations Management (eCRM)	· The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC via the Internet. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

Online Resources:		
#	**Website Sponsor**	**Title and Link**
1.	MyNavy HR	CPPA Resources
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
2.	NSIPS	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy

BACK

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
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3	Miscellaneous Hazardous Duty Incentive Pays (HDIPS); Including Parachute, Flight Deck, Demolition, Experimental Stress, and Visit, Board, Search and Seizure (VBSS) Duty
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	Submitting Documentation via DWOWS
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

#	Contact Source	Contact Details
1.	NSIPS ESR	· NSIPS Help Desk 1-833-637-3669 (1-833-NESDNOW) nesd@nesd-mail.onbmc.mil · MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	eCRM	· eCRM Help Desk: https://navynpc.my.salesforce.mil/ ecrmetp@us.navy.mil

#	Forms:	
#	Form #	Title
1.		No Forms Identified for this SOP

#	Doc ID	Title	
1	DoD FMR Vol. 7A Chapter 24	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 24: Incentive Pay - Hazardous Duty Other Than Aerial Flights	
2	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits	
3	MILPERSMAN 1220-280	Demolition Requalification	
	MILPERSMAN 1320-030	Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel	
	MILPERSMAN 7220-080	Incentive Pay for Hazardous Duty	
	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program	
	MILPERSMAN 7220-114	Naval Special Warfare Skill Incentive Pay	
4	NPPSCINST 5220.2 (Series)	Standard Management Reports	
	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay	
	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records	
5	NAVADMIN 66/16	Navy Audit Document Retention Guidance	
6	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases	
	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs	
	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)	
	MPA 11-19	Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP)	
	MPA 05/23	Update to Requirement to Submit Calculations with All Central Site Pay Entitlement Changes	

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required. Demolition Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD FMR Vol. 7A Chapter 24, for the performance of hazardous duty. The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM 1320-030. The Commanding Officer is responsible for Service Members within the command and ensuring the disbursing officer is informed when a Service Member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).
SERVICE MEMBER	1.1	Obtain/complete forms and/or compile documentation	Service Member obtains/completes forms and/or compiles documentation with support of CPPA, as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The appropriate commander shall certify that the member has met the requirements for entitlement to Demolition Pay for a given month, as specified in DoD FMR Vol. 7A Chapter 24. Forms/documentation may include: · Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay · Locally generated memo and/or orders signed by appropriate authority establishing date of qualification and/or month of or lapse in demolition duty qualification/requalification Note 1: A Service Member, who is assigned to demolition duty and performs such duty during the month involved, is entitled to incentive pay for that duty provided live explosives are used. Local commanders are responsible for ensuring the Transaction Service Center (TSC) is informed when a Service Member fails to perform monthly demolition duty required for entitlement to the incentive pay. TSC clerk assumes continued eligibility for Demolition Pay unless informed otherwise. Note 2: Dual hazardous duty incentive pay is authorized for Service Members assigned to units who are required to perform parachute jumps in addition to and in connection with explosive ordnance demolition duties.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1.2	Submit forms and documentation to CPPA	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
	1.6	Obtain additional supporting documentation, as requested	Service Member obtains additional supporting documentation, as requested. Go to 1.2.
	3	Process Service Member's Demolition Pay entitlement	Process Service Member's Demolition Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1001-Start Demolition Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1002-Stop Demolition Duty transaction when the Service Member departs PCS.
	3.11	Verify proper processing of Demolition Pay entitlement	Service Member verifies proper processing of Demolition Pay entitlement. If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Demolition Pay, contact CPPA to follow-up with servicing TSC.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay.
	2.6	Is eCRM case an initial certification of Demolition Pay?	Is eCRM case an initial certification (start or report) of Demolition Pay? If Yes, go to 2.7. If No, go to 3.
	2.7	Verify eligibility criteria for Demolition Pay	Clerk verifies eligibility criteria for Demolition Pay. Refer to DoD FMR Vol. 7A Chapter 24 and MPM 1220-280. Entitlement to Demolition Pay hazardous duty incentive pay is based upon assignment to duty involving demolition of explosives as a primary duty, including training for such duty.
	2.8	Review and verify Service Member's pay account	Clerk reviews and verifies Service Member's pay account. Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. Log on to MMPA JJAA: · Enter Service Member's SSN · Verify FID 10 (Demolition Pay) status and other pay entitlement status Ordinarily, Service Members are not authorized dual Hazardous Duty Incentive Pay (HDIP) for any other type of hazardous duty. However, Service Members assigned to units who are required to perform parachute jumps in addition to and in connection with explosive ordnance demolition duties qualify for dual payments of HDIP. For more information view Hostile Fire-Imminent Danger Pay SOP.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.9	Is Service Member eligible for Demolition Pay?	Is Service Member eligible for Demolition Pay? If No, go to 2.10. If Yes, go to 3.
	2.10	Inform CPPA	Clerk informs CPPA that Service Member is not eligible for entitlement.
	2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case Supervisor Review" .
	3	Process Service Member's Demolition Pay entitlement	Process Service Member's Demolition Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1001-Start Demolition Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1002-Stop Demolition Duty transaction when the Service Member departs PCS.
CLERK	3.1	Create Demolition Pay transaction in NSIPS	Clerk creates Demolition Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3: https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide Note: Refer to MPA 11-19, Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP) and MPM Article 7220-114 Naval Special Warfare Skill Incentive Pay, as required. Effective June 1st, 2019, the Navy transitioned NSW Officers, Special Warfare Operators and Special Warfare Boats Operators from Hazardous Duty Incentive Pay (HDIP) for parachute, dive and demolition pays to the NSW Skill Incentive Pay (SkIP). SkIP will be listed as "Save Pay" on qualified service members Leave and Earning Statement (LES) and it will reflect as a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Accounts (MMPA). Login to NSIPS: Entitlement > Incentive Pay - Use Incentive Pay Create. Enter Service Member's SSN. · Select Incentive Pay Type (DEM) · Select Start, Stop, Report, Change, as appropriate · Enter effective date (coincides with local command memo qualification, requalification or disqualification date) · Click "Save" Additional Note: For a Report transaction, enter the inclusive dates for the entitlement. Refer to the PTG for the appropriate transaction type, as required.
			CONTINUE TO NEXT PAGE

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.2	Forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.
	3.4	Did Demolition Pay post?	Did Demolition Pay post? Check MMPA JJAA 24-48 hours after release: · Enter Service Member's SSN · Verify FID 10 posted correctly If No, go to 3.5. If Yes, go to 3.6.
	3.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	3.6	Complete final verification and mark eCRM case "For Review"	Clerk completes final verification and marks eCRM case "For Review" by supervisor.
CLERK	3.7	Compile Retain File	Clerk compiles Retain File. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. · Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay · Locally generated memo and/or orders signed by appropriate authority establishing date of qualification and/or month of or lapse in demolition duty qualification/requalification
	3.8	Update NSIPS ESR	Update NSIPS ESR, if required. Login to NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data-Create. Enter Service Member's SSN. Go to BSC/NEC Panel: · Input NEC · Cite Reason for Change Request.
	3.12	Is Service Member's entitlement still open?	Is Service Member's entitlement still open? If Yes, go to 4. If No, go to 3.13.
	3.13	Verify Service Member is removed from monthly tracking report	Clerk verifies Service Member is removed from monthly tracking report. Go to Stop.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	4	Update and verify Demolition Pay tracking report	Update and verify Demolition Pay tracking report.
	4.1	Update Demolition Pay tracking report	Clerk updates Demolition Pay tracking report. The clerk ensures Service Member is added to the Demolition Pay tracking report, as required.
	4.2	Verify Demolition Pay tracking report monthly	Clerk verifies Demolition Pay tracking report monthly. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1002-Stop Demolition Duty transaction when the Service Member departs PCS.
	4.3	Resolve discrepancies/ inconsistencies with the CPPA	Clerk resolves discrepancies/ inconsistencies with the CPPA.
	4.4	Has Service Member's Demolition Pay entitlement status changed, requiring an NSIPS transaction?	Has Service Member's Demolition Pay entitlement status changed, requiring an NSIPS transaction? If Yes, go to 3.1. If No, go to 4.1.

STOP

ROLE	**STEP #**	**FLOW TEXT**	**ADDITIONAL TEXT**
Supervisor	2	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay.
	2.1	Receive eCRM Case from customer command	Supervisor receives eCRM Case from customer command. Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
	2.2	Review eCRM case	Supervisor reviews eCRM case The eCRM case should consist of: · Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay · Locally generated memo and/or orders signed by appropriate authority establishing date of qualification and/or month of or lapse in demolition duty qualification/requalification Note 1: A Service Member, who is assigned to demolition duty and performs such duty during the month involved, is entitled to incentive pay for that duty provided live explosives are used. Local commanders are responsible for ensuring the Transaction Service Center (TSC) is informed when a Service Member fails to perform monthly demolition duty required for entitlement to the incentive pay. TSC clerk assumes continued eligibility for Demolition Pay unless informed otherwise. Note 2: Dual hazardous duty incentive pay is authorized for Service Members assigned to units who are required to perform parachute jumps in addition to and in connection with explosive ordnance demolition duties.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2.3	Is eCRM documentation complete and sufficient?	Is eCRM documentation complete and sufficient? If No, go to 2.4. If Yes, go to 2.5.
	2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor coordinates with CPPA to complete and/or correct eCRM case. Go to 2.3.
SUPERVISOR	2.5	Dispatch eCRM case to clerk	Supervisor dispatches eCRM case to clerk. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS. If entitlement is based upon PCS orders, Receipts clerk may forward endorsed orders to appropriate TSC branch/section for processing of entitlement following Activity Gain. Important Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 "Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits" financial record retention requirements are now ten years.
	2.12	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed" with appropriate comments. Go to Stop.
		CONTINUE TO NEXT PAGE	

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	3	Process Service Member's Demolition Pay entitlement	Process Service Member's Demolition Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1001-Start Demolition Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1002-Stop Demolition Duty transaction when the Service Member departs PCS.
	3.3	Audit and release Demolition Pay in NSIPS	Supervisor audits and releases Demolition Pay in NSIPS.
	3.5	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS. Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY). Go to 3.4.
	3.9	Verify Service Member's NSIPS ESR	Supervisor verifies Service Member's NSIPS ESR, if required.
	3.10	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
			STOP

CPPA START

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required. Demolition Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD FMR Vol. 7A Chapter 24, for the performance of hazardous duty. The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM 1320-030. The Commanding Officer is responsible for Service Members within the command and ensuring the disbursing officer is informed when a Service Member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.1	Obtain/complete forms and/or compile documentation	Service Member obtains/completes forms and/or compiles documentation with support of CPPA, as required. Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation. The appropriate commander shall certify that the member has met the requirements for entitlement to Demolition Pay for a given month, as specified in <u>DoD FMR Vol. 7A Chapter 24.</u> Forms/documentation may include: · Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay · Locally generated memo and/or orders signed by appropriate authority establishing date of qualification and/or month of or lapse in demolition duty qualification/requalification Note 1: A Service Member, who is assigned to demolition duty and performs such duty during the month involved, is entitled to incentive pay for that duty provided live explosives are used. Local commanders are responsible for ensuring the Transaction Service Center (TSC) is informed when a Service Member fails to perform monthly demolition duty required for entitlement to the incentive pay. TSC clerk assumes continued eligibility for Demolition Pay unless informed otherwise. Note 2: Dual hazardous duty incentive pay is authorized for Service Members assigned to units who are required to perform parachute jumps in addition to and in connection with explosive ordnance demolition duties.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.3	Review documentation	CPPA reviews documentation. Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/.
	1.4	Is documentation complete?	Is documentation complete? If Yes, go to 1.7. If No, go to 1.5.
	1.5	Request Service Member provide additional supporting documentation	CPPA requests Service Member provide additional supporting documentation.
	1.7	Assemble and compile documentation	CPPA compiles documentation for submission to TSC.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.8	Submit documentation to TSC via eCRM	CPPA submits documentation to TSC via eCRM Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN. Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is: · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON DEMO Forms/documentation may include: · Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay · Locally generated memo and/or orders signed by appropriate authority establishing date of qualification and/or month of or lapse in demolition duty qualification/requalification Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Command Leadership	1	Prepare and submit forms and/or compile documentation, as required	Prepare and submit forms and/or compile documentation, as required.

Demolition Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD FMR Vol. 7A Chapter 24, for the performance of hazardous duty.

The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM 1320-030.

The Commanding Officer is responsible for Service Members within the command and ensuring the disbursing officer is informed when a Service Member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP). |

STOP