

DEMOLITION PAY SOP



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.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

[Command Leadership](#)

[Service Member](#)

[CPPA](#)

[Clerk](#)

[Supervisor](#)

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[Roles & Responsibilities](#)

[Best Practices](#)

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SYSTEMS & HELP DESK POCs

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/>

BUMED INSTRUCTIONS

<https://www.med.navy.mil/Directives/Instructions/>

BUPERS INSTRUCTIONS

<https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

CPPA RESOURCES

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

DJMS

<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

DOD FMR

<https://comptroller.defense.gov/FMR/>

DOD INSTRUCTIONS / DIRECTIVES / FORMS

<https://www.esd.whs.mil/Directives/issuances/dodi/>

DON Memo dtd 30 June 2020

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/>

DON WEBSITE

<https://www.doncio.navy.mil/>

DS-11

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

JAG INSTRUCTION

<https://www.jag.navy.mil/library/>

JTR

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

KSD

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/>

MILPERSMAN

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

NAVADMINS

<https://www.mynavyhr.navy.mil/References/Messages/>

NAVMED FORM

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

NAVMED MANUAL

<https://www.med.navy.mil/Directives/MANMED/>

NAVPERS FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

NAVSUPINST

<https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>

NPPSC FORMS

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

NPPSC INSTRUCTIONS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin_Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312

OF 1164

<https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business>

OMPF

<https://www.bol.navy.mil/>

CPPA QUICK LINKS PAGE 3 OF 3**OPNAV INSTRUCTIONS**

<https://www.secnav.navy.mil/doni/opnav.aspx>

OPS ALERTS

https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx

PPIBS-MPAS

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/>

SalesForce/eCRM

<https://navynpc.my.salesforce.mil/>

SECNAV INSTRUCTIONS

<https://www.secnav.navy.mil/doni/secnav.aspx>

SECNAV MANUALS

<https://www.secnav.navy.mil/doni/manuals-secnav.aspx>

SF FORMS

<https://www.opm.gov/forms/standard-forms/>

SGLV 8286

<https://www.va.gov/life-insurance/options-eligibility/sgli/>

US NAVY REGULATIONS

<https://www.secnav.navy.mil/doni/navyregs.aspx>

NP2

<https://prodhr.np2.cloud.navy.mil/my.policy>

- 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/>.

REFERENCES

#	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 http://comptroller.defense.gov/fmr/current/07a/index.html
2.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
3.	MILPERSMAN 1220-280	Demolition Requalification https://www.mynavyhr.navy.mil/References/MILPERSMAN/
4.	MILPERSMAN 1320-030	Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel https://www.mynavyhr.navy.mil/References/MILPERSMAN/
5.	MILPERSMAN 7220-080	Incentive Pay for Hazardous Duty https://www.mynavyhr.navy.mil/References/MILPERSMAN/
6.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/
7.	MILPERSMAN 7220-114	Naval Special Warfare Skill Incentive Pay https://www.mynavyhr.navy.mil/References/MILPERSMAN/
8.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
9.		Separation of Duties Affecting Military Pay

REFERENCES

#	Doc ID	Title
	NPPSCINST 7220.7 (Series)	https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
10	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
11	NAVADMIN 66/16	Navy Audit Document Retention Guidance https://www.mynavyhr.navy.mil/References/Messages/
12	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/

REFERENCES

#	Doc ID	Title
13	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/
14	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS) https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/
15	MPA 11-19	Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SkIP) https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/
16	MPA 05/23	Update to Requirement to Submit Calculations with All Central Site Pay Entitlement Changes https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/

Online Resources:

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

User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	<p>Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide</p> <p>https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p>
2.	DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3	<p>Miscellaneous Hazardous Duty Incentive Pays (HDIPS); Including Parachute, Flight Deck, Demolition, Experimental Stress, and Visit, Board, Search and Seizure (VBSS) Duty</p> <p>https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p>
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10	<p>Submitting Documentation via DWOWS</p> <p>https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p>

COMMAND LEADERSHIP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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.</p> <p>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.</p> <p>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).</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	<p>Prepare and submit forms and/or compile documentation, as required</p>	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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.</p> <p>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.</p> <p>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).</p>
1.1	<p>Obtain/complete forms and/or compile documentation</p>	<p>Service Member obtains/completes forms and/or compiles documentation with support of CPPA, as required.</p> <p>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.</p> <p>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.</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> • Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> 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 <p>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.</p> <p>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.</p>
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	<p>Process Service Member's Demolition Pay entitlement.</p> <p>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.</p> <p>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.</p>

SERVICE MEMBER



STEP #	FLOW TEXT	ADDITIONAL TEXT
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		

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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.</p> <p>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.</p> <p>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).</p>
1.1	Obtain/complete forms and/or compile documentation	<p>Service Member obtains/completes forms and/or compiles documentation with support of CPPA, as required.</p> <p>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.</p> <p>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.</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> • Original PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> 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 <p>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.</p> <p>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.</p>
1.3	Review documentation	<p>CPPA reviews documentation.</p> <p>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/.</p>
1.4	Is documentation complete?	<p>Is documentation complete?</p> <p>If Yes, go to 1.7.</p> <p>If No, go to 1.5.</p>
1.5	Request Service Member provide additional supporting documentation	<p>CPPA requests Service Member provide additional supporting documentation.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
1.7	Assemble and compile documentation	CPPA compiles documentation for submission to TSC.
1.8	Submit documentation to TSC via eCRM	<p>CPPA submits documentation to TSC via eCRM</p> <p>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:</p> <p>https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>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.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention.</p> <p>The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space • First Name, then space • Name of Entitlement <p>Forms/documentation may include:</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • 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 <p>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.</p>
STOP		

STEP #	FLOW TEXT	ADDITIONAL TEXT
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?	<p>Is eCRM case an initial certification (start or report) of Demolition Pay?</p> <p>If Yes, go to 2.7. If No, go to 3.</p>
2.7	Verify eligibility criteria for Demolition Pay	<p>Clerk verifies eligibility criteria for Demolition Pay.</p> <p>Refer to DoD FMR Vol. 7A Chapter 24 and MPM 1220-280.</p> <p>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.</p>
2.8	Review and verify Service Member's pay account	<p>Clerk reviews and verifies Service Member's pay account.</p> <p>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.</p> <p>Log on to MMPA JJAA:</p> <ul style="list-style-type: none"> • Enter Service Member's SSN • Verify FID 10 (Demolition Pay) status and other pay entitlement status

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>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 XXX SOP: insert link here.</p>
2.9	Is Service Member eligible for Demolition Pay?	<p>Is Service Member eligible for Demolition Pay?</p> <p>If No, go to 2.10. If Yes, go to 3.</p>
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	<p>Process Service Member's Demolition Pay entitlement.</p> <p>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.</p> <p>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.</p>
3.1	Create Demolition Pay transaction in NSIPS	<p>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</p> <p>Note: Refer to MPA 11-19, Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SKIP) and</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>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).</p> <p>Login to NSIPS: Entitlement > Incentive Pay - Use Incentive Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> • 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" <p>Additional Note: For a Report transaction, enter the inclusive dates for the entitlement. Refer to the PTG for the appropriate transaction type, as required.</p>
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?	<p>Did Demolition Pay post?</p> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> • Enter Service Member's SSN • Verify FID 10 posted correctly <p>If No, go to 3.5.</p> <p>If Yes, go to 3.6.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
3.5	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> • 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 <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>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).</p> <p>Go to 3.4.</p>
3.6	Complete final verification and mark eCRM case "For Review"	Clerk completes final verification and marks eCRM case "For Review" by supervisor.
3.7	Compile Retain File	<p>Clerk compiles Retain File.</p> <p>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.</p>

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> • 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	<p>Update NSIPS ESR, if required.</p> <p>Login to NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data>Create. Enter Service Member's SSN.</p> <p>Go to BSC/NEC Panel:</p> <ul style="list-style-type: none"> • Input NEC • Cite Reason for Change Request.
3.12	Is Service Member's entitlement still open?	<p>Is Service Member's entitlement still open?</p> <p>If Yes, go to 4.</p> <p>If No, go to 3.13.</p>
3.13	Verify Service Member is removed from monthly tracking report	<p>Clerk verifies Service Member is removed from monthly tracking report.</p> <p>Go to Stop.</p>
4	Update and verify Demolition Pay tracking report	Update and verify Demolition Pay tracking report.
4.1	Update Demolition Pay tracking report	<p>Clerk updates Demolition Pay tracking report.</p> <p>The clerk ensures Service Member is added to the Demolition Pay tracking report, as required.</p>
4.2	Verify Demolition Pay tracking report monthly	Clerk verifies Demolition Pay tracking report monthly.

STEP #	FLOW TEXT	ADDITIONAL TEXT
		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		

SUPERVISOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
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	<p>Supervisor receives eCRM Case from customer command.</p> <p>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:</p> <p>https://flankspeed.sharepoint-mil.us.mcas.gov/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p>
2.2	Review eCRM case	<p>Supervisor reviews eCRM case</p> <p>The eCRM case should consist of:</p> <ul style="list-style-type: none"> • 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 <p>Note 1: A Service Member, who is assigned to demolition duty and performs such duty during the month involved, is entitled to</p>

SUPERVISOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>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.</p> <p>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.</p>
2.3	Is eCRM documentation complete and sufficient?	<p>Is eCRM documentation complete and sufficient?</p> <p>If No, go to 2.4.</p> <p>If Yes, go to 2.5.</p>
2.4	Coordinate with CPPA to complete/correct eCRM case	<p>Supervisor coordinates with CPPA to complete and/or correct eCRM case.</p> <p>Go to 2.3.</p>
2.5	Dispatch eCRM case to clerk	<p>Supervisor dispatches eCRM case to clerk.</p> <p>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.</p> <p>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.</p>

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		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.
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 <ul style="list-style-type: none"> • 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

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STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>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).</p> <p>Go to 3.4.</p>
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	<p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed".</p>
STOP		

START

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation, as required	Command Leadership, Service Member, Command Pay and Personnel Administrator (CPPA)	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>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.</p> <p>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.</p> <p>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).</p>
1.1	Obtain/complete forms and/or compile documentation	Service Member/CPPA	<p>Service Member obtains/completes forms and/or compiles documentation with support of CPPA, as required.</p> <p>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.</p> <p>The appropriate commander shall certify that the member has met the requirements for entitlement to Demolition</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Pay for a given month, as specified in DoD FMR Vol. 7A Chapter 24.</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p>
1.2	Submit forms and documentation to CPPA	Service Member	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
1.3	Review documentation	CPPA	<p>CPPA reviews documentation.</p> <p>Refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			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?	CPPA	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	CPPA requests Service Member provide additional supporting documentation.
1.6	Obtain additional supporting documentation, as requested	Service Member	Service Member obtains additional supporting documentation, as requested. Go to 1.2.
1.7	Assemble and compile documentation	CPPA	CPPA compiles documentation for submission to TSC.
1.8	Submit documentation to TSC via eCRM	CPPA	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

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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</p> <p>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.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention.</p> <p>The new file naming structure is:</p> <ul style="list-style-type: none"> • Last Name, then space • First Name, then space • Name of Entitlement • Example: DOE JON DEMO <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> • 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 <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay	Clerk/Supervisor	Receive, review and dispatch documentation and verify Service Member's eligibility for Demolition Pay.
2.1	Receive eCRM Case from customer command	Supervisor	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	Supervisor reviews eCRM case

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The eCRM case should consist of:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p>
2.3	Is eCRM documentation complete and sufficient?	Supervisor	<p>Is eCRM documentation complete and sufficient?</p> <p>If No, go to 2.4. If Yes, go to 2.5.</p>
2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor	<p>Supervisor coordinates with CPPA to complete and/or correct eCRM case.</p> <p>Go to 2.3.</p>
2.5	Dispatch eCRM case to clerk	Supervisor	Supervisor dispatches eCRM case to clerk.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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.</p> <p>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.</p> <p>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.</p>
2.6	Is eCRM case an initial certification of Demolition Pay?	Clerk	<p>Is eCRM case an initial certification (start or report) of Demolition Pay?</p> <p>If Yes, go to 2.7. If No, go to 3.</p>
2.7	Verify eligibility criteria for Demolition Pay	Clerk	<p>Clerk verifies eligibility criteria for Demolition Pay.</p> <p>Refer to DoD FMR Vol. 7A Chapter 24 and MPM 1220-280.</p> <p>Entitlement to Demolition Pay hazardous duty incentive pay is based upon assignment to duty involving demolition</p>

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			of explosives as a primary duty, including training for such duty.
2.8	Review and verify Service Member's pay account	Clerk	<p>Clerk reviews and verifies Service Member's pay account.</p> <p>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.</p> <p>Log on to MMPA JJAA:</p> <ul style="list-style-type: none"> • Enter Service Member's SSN • Verify FID 10 (Demolition Pay) status and other pay entitlement status <p>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 XXX SOP: insert link here.</p>
2.9	Is Service Member eligible for Demolition Pay?	Clerk	<p>Is Service Member eligible for Demolition Pay?</p> <p>If No, go to 2.10. If Yes, go to 3.</p>
2.10	Inform CPPA	Clerk	Clerk informs CPPA that Service Member is not eligible for entitlement.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review" .
2.12	Complete final verification and close eCRM case	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed" with appropriate comments. Go to Stop.
3	Process Service Member's Demolition Pay entitlement	Clerk/Supervisor and Service Member	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.
3.1	Create Demolition Pay transaction in NSIPS	Clerk	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 <u>Note:</u> Refer to MPA 11-19, Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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).</p> <p>Login to NSIPS: Entitlement > Incentive Pay - Use Incentive Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> • 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" <p>Additional Note: For a Report transaction, enter the inclusive dates for the entitlement. Refer to the PTG for the appropriate transaction type, as required.</p>
3.2	Forward to supervisor for audit and release	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.
3.3	Audit and release Demolition Pay in NSIPS	Supervisor	Supervisor audits and releases Demolition Pay in NSIPS.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.4	Did Demolition Pay post?	Clerk	<p>Did Demolition Pay post?</p> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> • Enter Service Member's SSN • Verify FID 10 posted correctly <p>If No, go to 3.5. If Yes, go to 3.6.</p>
3.5	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> • 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 <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>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).</p> <p>Go to 3.4.</p>

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START

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.6	Complete final verification and mark eCRM case "For Review"	Clerk	Clerk completes final verification and marks eCRM case "For Review" by supervisor.
3.7	Compile Retain File	Clerk	<p>Clerk compiles Retain File.</p> <p>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.</p> <ul style="list-style-type: none"> • 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	Clerk	<p>Update NSIPS ESR, if required.</p> <p>Login to NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data-Create. Enter Service Member's SSN.</p> <p>Go to BSC/NEC Panel:</p> <ul style="list-style-type: none"> • Input NEC • Cite Reason for Change Request.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.9	Verify Service Member's NSIPS ESR	Supervisor	Supervisor verifies Service Member's NSIPS ESR, if required.
3.10	Complete final verification and close eCRM case	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
3.11	Verify proper processing of Demolition Pay entitlement	Service Member	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.
3.12	Is Service Member's entitlement still open?	Clerk	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	Clerk verifies Service Member is removed from monthly tracking report. Go to Stop.
4	Update and verify Demolition Pay tracking report	Clerk	Update and verify Demolition Pay tracking report.
4.1	Update Demolition Pay tracking report	Clerk	Clerk updates Demolition Pay tracking report. The clerk ensures Service Member is added to the Demolition Pay tracking report, as required.

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STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.2	Verify Demolition Pay tracking report monthly	Clerk	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	Clerk resolves discrepancies/ inconsistencies with the CPPA.
4.4	Has Service Member's Demolition Pay entitlement status changed, requiring an NSIPS transaction?	Clerk	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			