NPPSC SOP:
Demolition Pay

Please provide us your feedback at
https://usnavy.gov1.qualtrics.com/jfe/form/SV_9HT1o3HRmHi9bwO

Chief of Naval Personnel
Process Name: Demolition Pay
Document ID: End to End
Document Owner: MNCC HRSC, Navy Personnel Command
Approval: Navy Pay and Personnel Support Center (NPPSC)
Revision Date: 2/3/2026

Demolition Pay SOP

Record of Change			
Date of Change	Description	Location-Page #	OPR

Demolition Pay SOP

Table of Contents

Purpose

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow to process Demolition Pay. This SOP outlines the roles, responsibilities, and procedures for Customer Commands and Transaction Service Centers (TSCs).

Roles and Responsibilities

CPPA

The Command Pay and Personnel Administrators (CPPAs) serves as the primary customer service link between command members and the supporting Transaction Service Center (TSC). 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.

TSC Clerk

The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.

TSC Supervisor

The 'Supervisor' is a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist authorized to release NSIPS transactions. If the designated supervisor is not a MILPAY lead/auditor, an authorized TSC Deputy Disbursing Officer (DDO) or senior pay/personnel service representative must audit NSIPS transactions and supporting documentation affecting military pay before release to ensure accuracy, as well as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).

II. CPPA Actions and Responsibilities

1. **Prepare and submit forms and/or compile documentation, as required.**

   a. Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA) and submits documentation to CPPA, as required.

      1) Demolition Pay is one of several Hazardous Duty Incentive Pays (HDIP). 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.

      2) 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**.

      3) 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**.

      4) 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. Refer also to **MPM 1220-280** for Demolition Pay Conditions of Entitlement, Qualification and Requalification.

   b. CPPA reviews documentation. Forms/documentation may include:

      1) Endorsed PCS orders for correct Navy Enlisted Classification (NEC) authorizing Demolition Pay

      2) Locally generated memo (NAVPERS 1070/613) signed by appropriate authority certifying or recertifying that the Service Member is actually performing demolition duty or meeting the requirements to maintain proficiency while serving in an assignment that includes demolition duty.

      3) Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapses in demolition duty qualification or disqualification.

   c. Special Requirements

      1) Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.

      2) Dive and jump program managers will enter dive and jump qualifications into the Dive Jump Reporting System (DJRS) and provide lists of qualified individuals to the command pay/personnel administrator (CPPA) within the personnel/administrative office into the Navy Standard Integrated Personnel System (NSIPS). 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.

      3) Demolition program managers will track demolition qualifications and provide a list of qualified individuals to the CPPA within the personnel/administrative office for entry into NSIPS. 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.

   d. CPPA submits documentation to TSC via eCRM.

2. **Required KSDs**

   a. Ensure the Service member is informed of all required Key Supporting Documents (KSDs). The following documents and forms are required forms and/or documents to process demolition pay.

Demolition Pay SOP

II. CPPA Actions and Responsibilities

Required KSD	Notes	☑
PCS Orders	Orders requiring Demolition Duty, Navy Enlisted Classification (NEC)	☐
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification or Disqualification	☐
DD 577	If Demolition Pay is approved by other than the CO, ensure a DD 577 is provided.	☐

b. Upon completion, collect and verify all required KSDs.

3. **Additional and optional KSDs, as applicable.**

a. None required

4. **Command Responsibilities**

a. The Commanding Officer is responsible for members within the command and ensures the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).

b. 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**.

c. Refer also to **MPM 1220-280** for Demolition Pay Conditions of Entitlement, Qualification, and Requalification.

5. **Timeline for submission of Demolition Pay package.**

a. Complete Demolition Pay package must be submitted within 4 working days of the effective date of the transaction.

6. **Demolition Package Submission**

a. Submit the completed Demolition Pay package via eCRM using the following information.

Case Drop Down	Demolition Pay eCRM Case Submission
Subject	Rate/Rank Last Name, First Name, Submission Type (Demolition Pay)
Description	Be thorough in description and required actions to avoid delays
Request Type	MILPAY
Problem Code	Select Problem Code as appropriate. **DO NOT** submit legal cases or ACC 355 cases via MILPAY
Routed To	TSC Pensacola for COE East. TSC San Diego for COE West (including HI and AK). TSC Great Lakes for personnel in a student status. TSC Yokosuka for COE OCONUS AOR.
Effective Date	Date of case submission, not the effective date of entitlements.
Contact Name	Utilize your Sailor's SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor's information, **NOT the CPPA's.**

II. TSC Clerk – Receive, Review, and Process Demolition Pay

1. **Case Assignment and Initial Review**

   a. Upon eCRM case assignment, clerk will review the Service member's PCS orders and Demolition Pay entitlement request to ensure required KSDs are submitted.

Required KSDs	Notes	☑
PCS Orders	Orders requiring Demolition Duty, Navy Enlisted Classification (NEC)	☐
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification, or Disqualification	☐
DD 577	If Demolition Pay is approved by other than the CO, ensure a DD 577 is provided.	☐

   b. Refer to **Figure 1: eCRM Case Workflow – MILPAY** for additional eCRM case workflow guidance.

2. **Complete Required Verifications**

   a. The clerk shall verify the following prior to processing:

   1) Clerk verifies eligibility criteria for Demolition Pay. **Refer to DoD FMR Vol. 7A Chap 24** and **MPM 1220-280**.

   2) 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.

   3) Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA:
      - Enter Service Member's SSN
      - Verify FID 10 (Demolition Pay) status and other pay entitlement status

   4) Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.

3. **Verify and Process Entitlements/Deductions.**

   a. Review all active entitlements and deductions for accuracy. Process entitlements and deductions. Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

System	Action	
MMPA	"10" Demolition Pay	☐
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Dive Pay FID 21, etc.)	☐

   b. If the service member is transferring within the same Accounting and Disbursing Station Number (ADSN), entitlements must be manually verified and stopped, as applicable.

4. **Create and Process Demolition Pay in NSIPS**

   a. Select Incentive Pay Type (DEM)
   b. Selected Start, Stop, Report, Correction, or Change as appropriate
   c. Enter effective date (coincides with local command memo qualification, requalification, disqualification date)
   d. Click "Save"

II. TSC Clerk – Receive, Review, and Process Demolition Pay

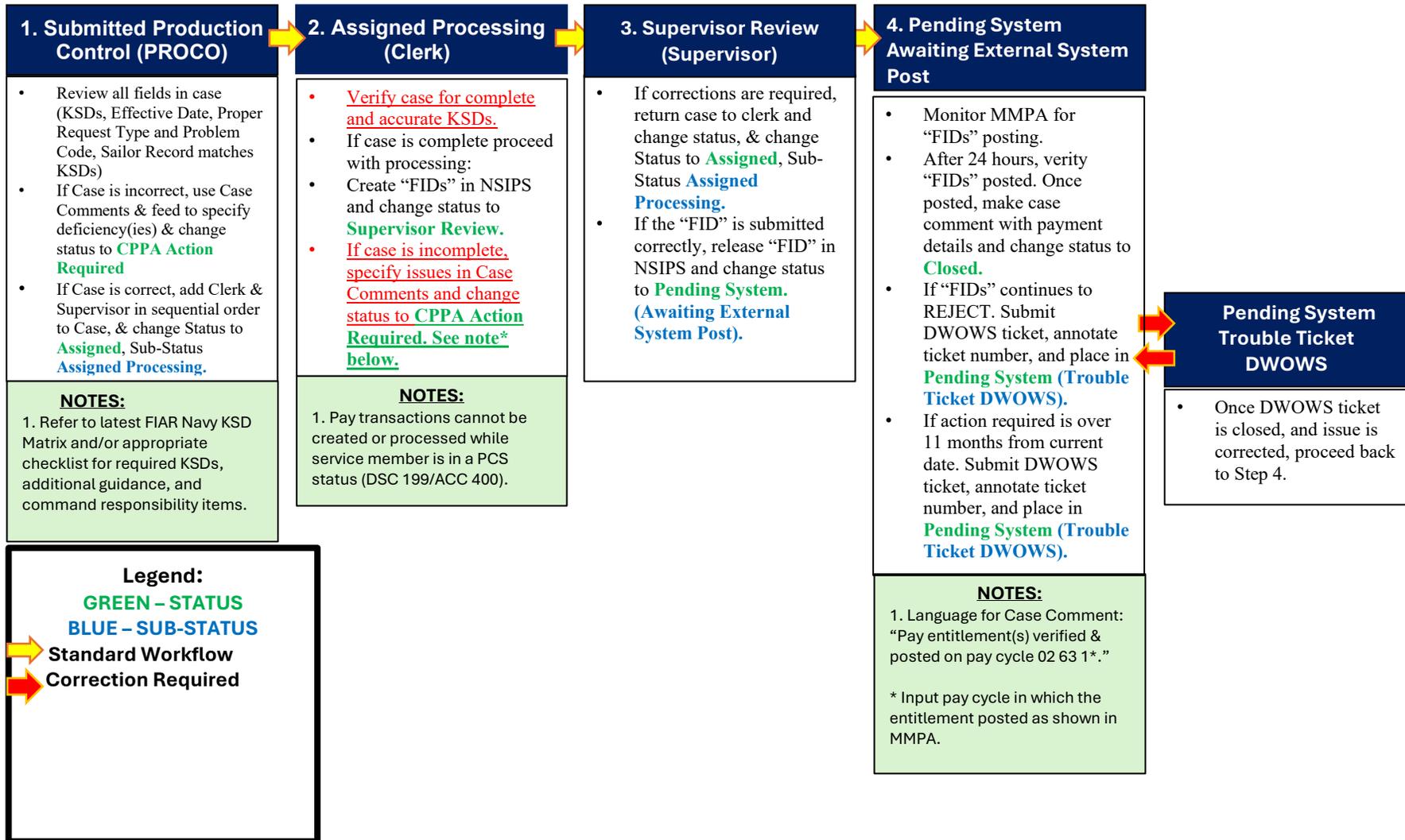5. **Supervisor and/or Auditor Review – Entitlements and Deductions**

    a.   Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

6. **eCRM Case Routing.**

    a.   Once all entitlements have been processed in NSIPS, update the eCRM case status to "Supervisor Review."

DEMOLITION PAY SOP

Figure 1: eCRM Case Workflow – MILPAY

1. Submitted Production Control (PROCO)

- Review all fields in case (KSDs, Effective Date, Proper Request Type and Problem Code, Sailor Record matches KSDs)
- If Case is incorrect, use Case Comments & feed to specify deficiency(ies) & change status to **CPPA Action Required**
- If Case is correct, add Clerk & Supervisor in sequential order to Case, & change Status to **Assigned**, Sub-Status **Assigned Processing.**

NOTES:
1. Refer to latest FIAR Navy KSD Matrix and/or appropriate checklist for required KSDs, additional guidance, and command responsibility items.

Legend:
GREEN – STATUS
BLUE – SUB-STATUS
➡ **Standard Workflow**
➡ **Correction Required**

2. Assigned Processing (Clerk)

- Verify case for complete and accurate KSDs.
- If case is complete proceed with processing:
- Create "FIDs" in NSIPS and change status to **Supervisor Review.**
- If case is incomplete, specify issues in Case Comments and change status to **CPPA Action Required. See note* below.**

NOTES:
1. Pay transactions cannot be created or processed while service member is in a PCS status (DSC 199/ACC 400).

3. Supervisor Review (Supervisor)

- If corrections are required, return case to clerk and change status, & change Status to **Assigned**, Sub-Status **Assigned Processing.**
- If the "FID" is submitted correctly, release "FID" in NSIPS and change status to **Pending System. (Awaiting External System Post).**

4. Pending System Awaiting External System Post

- Monitor MMPA for "FIDs" posting.
- After 24 hours, verity "FIDs" posted. Once posted, make case comment with payment details and change status to **Closed.**
- If "FIDs" continues to REJECT. Submit DWOWS ticket, annotate ticket number, and place in **Pending System (Trouble Ticket DWOWS).**
- If action required is over 11 months from current date. Submit DWOWS ticket, annotate ticket number, and place in **Pending System (Trouble Ticket DWOWS).**

NOTES:
1. Language for Case Comment: "Pay entitlement(s) verified & posted on pay cycle 02 63 1*."

* Input pay cycle in which the entitlement posted as shown in MMPA.

Pending System Trouble Ticket DWOWS

- Once DWOWS ticket is closed, and issue is corrected, proceed back to Step 4.

DEMOLITION PAY SOP

III. TSC Supervisor – Process and Audit Demolition Pay

1. Case Assignment and Review.

   a. Upon receipt of eCRM case, supervisor will review the Service member's PCS orders and Demolition Pay entitlement request to ensure required KSDs were submitted.

Required KSDs	Notes	☑
PCS Orders	Orders requiring Demolition Duty, Navy Enlisted Classification (NEC)	☐
NAVPERS 1070/613 Administrative Remarks or Command Memo	Documenting Qualification, Requalification, or Disqualification	☐
DD 577	If Demolition Pay is approved by other than the CO, ensure a DD 577 is provided.	☐

   b. Refer to **Figure 1: eCRM Case Workflow – MILPAY** for additional eCRM case workflow guidance.

2. Release Entitlements and Deductions.

   a. Review all entitlements and deductions for accuracy. Ensure entitlements and deductions are processed correctly in NSIPS and released, as applicable.

System	Action	
MMPA	"10" Demolition Pay	☐
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Dive Pay FID 21, etc.)	☐

3. Release Demolition Pay (Start, Stop, etc.) in NSIPS.

   a.   Supervisor reviews and releases Demolition Pay, via NSIPS.

4. Verification of Processed Transactions

   a. Verify processed Demolition Pay entitlements/deductions (Starts, Stops, etc.) posted.

System	Action	
MMPA	"10" Demolition Pay	☐
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Parachute Pay FID 15, Dive Pay FID 21, etc.)	☐

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 05/23**, Update to 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).

5. Supervisor Reviews Management Reports.

   a. Ensure all transactions are processed. Run reports for accuracy and verify error codes.

6. eCRM Case Review.

   a. Upon completion of all reviews and verifications, update the eCRM case status to "Closed-Completed (Closed)."

DEMOLITION PAY SOP

IV. References

1. [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 Hazardous Duty Incentive Pay for Demolition Duty](#)
4. [MILPERSMAN 1320-030 Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel](#)
5. [MILPERSMAN 7220-080 Incentive Pay for Hazardous Duty](#)
6. [MILPERSMAN 7220-112 Pay and Allowance Continuation (PAC) Program](#)
7. [MILPERSMAN 7220-114 Naval Special Warfare Skill Incentive Pay](#)
8. [NPPSCINST 5220.2 (Series) Standard Management Reports](#)
9. [NPPSCINST 7220.7 (Series) Separation of Duties Affecting Military Pay](#)
10. [NPPSCINST 7250.1 (Series) Retention of Disbursing Office Records](#)
11. [NAVADMIN 66/16 Navy Audit Document Retention Guidance](#)
12. [MPA 12/13 Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases](#)
13. [MPA 49/15 New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs](#)
14. [MPA 07/16 Mass Transactions Submission Via DWOWS](#)
15. [MPA 11/19 Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (Skip)](#)
16. [MPA 05/23 Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes](#)

V. Online Resources

1. MyNavy HR - [CPPA Resources](#)
2. NSIPS - [NSIPS Portal](#)
3. NPPSC - [Ops Alerts](#)

VI. Command Aids and User Guides Available Online

1. [Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide](#)
2. [Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 2, Chap 3: Incentive Pay](#)
3. [Defense Joint Military Pay System (DJMS) Procedures Training Guide Part 9, Chap 10: Pay Product Delivery](#)
4. [NSIPS Quick Guide](#)

VII. Help Desks

1. NSIPS ESR
   - NSIPS Help Desk: 1-833-637-3669 | nesd@nesd-mail.onbmc.mil
2. MyNavy Career Center (MNCC):
   - 1-833-330-6622 | askmncc@us.navy.mil