

Meal Deduction SOP



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Chief of Naval Personnel

Process Name: Meal Deduction SOP

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MNCC HRSC , Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

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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 (TSCs) to follow to process Meal Deduction transactions.

Roles and Responsibilities:

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, 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 TSC 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 TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC authorization.

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

- 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 Financial Improvement and Audit Readiness (FIAR) at following website: <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPAY/>.
- 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 the Meal Pass Report on a monthly basis. The Meal Pass Report provides a listing of all the Service Members to whom the TSC has issued a Meal Pass. On a monthly basis the TSC shall provide the monthly Meal Pass Report of all personnel entitled to Rations in Kind (RIK) to the host activity Food Service Officer in accordance with NPPSCINST 4060.1.
- Per Disbursing Officer directive, update and verify the DMO Meal Deduction (DN) Report on a monthly basis. Effective 01 Jun 2013 the Meal Deduction Report is required to identify all those Service Members serviced by the TSC that have an open DN entitlement.
- Protect Personally Identifiable Information (PII) and Controlled Unclassified Information (CUI)
- 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/>

IMPORTANT: When transferring personnel documents via email, Navy policy requires the email to be digitally signed AND encrypted. Text in the subject line is not encrypted, so do not use PII or CUI in the subject line. Failure to protect PII or CUI results in a breach, which must be reported. If the above procedures are not followed, a loss or compromise (i.e., breach) of PII or CUI may occur. Consult the breach reporting resources available on the DON CIO website:

<http://www.doncio.navy.mil/ContentView.aspx?ID=61..852>

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1.	DJMS MMPA	<ul style="list-style-type: none"> · 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. · Login 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.	Navy Standard Integrated Personnel System (NSIPS)/ Electronic Service Record (ESR)	<ul style="list-style-type: none"> · 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 to 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	<ul style="list-style-type: none"> · 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	<ul style="list-style-type: none"> · 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.
5.	eCRM	<ul style="list-style-type: none"> · 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:

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

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS Navy Procedures Training Guide (PTG): Part 9 Chapter 10	Submitting Documentation via DWOWS https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

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#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none">NSIPS Help Desk 1-833-637-3669 (1-833-NESDNOW) NESD@NESD-MAIL.ONBMC.MILMyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	eCRM	<ul style="list-style-type: none">https://navynpc.my.salesforce.mil/ ecrmetp@us.navy.mil

Forms:

#	Form #	Title
		-No Forms Identified for this SOP

References:

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#	Doc ID	Title
1	DoD FMR Vol. 7A Chapter 25	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 25: Subsistence Allowances
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 1746-010	Procedures when Government Messing is not Available
	MILPERSMAN 1746-020	Procedures when Authorized to Mess Separately
	MILPERSMAN 1746-030	Meal Passes for Enlisted Personnel
	MILPERSMAN 7220-150	Basic Allowance for Subsistence (BAS) – Specialized Terms
	MILPERSMAN 7220-160	Basic Allowance for Subsistence (BAS) – General Policies
	MILPERSMAN 7220-180	Basic Allowance for Subsistence (BAS) – Procedures for Members on Sea Duty
4	MILPERSMAN 7220-182	Basic Allowance for Subsistence (BAS) II
	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
	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 05/23	Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes

SERVICE MEMBER START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Service Member	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>Meal Deduction may be processed in conjunction with the Receipts process. The supporting documentation provided during the Receipts process may also be used to process the Meal Deduction.</p>
	1.1	Complete forms and/or compile documentation, as required	<p>Service Member completes forms and/or compiles documentation, 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 documentation may consist of one of the following, as applicable:</p> <ul style="list-style-type: none"> · Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands · Temporary Additional Duty (TAD) Orders and endorsements · Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate · NAVPERS 1070/602 or RED/DA (particularly to document status changes) · Approved individual requests to discontinue RIK and start BAS
	1.2	Submit forms and documentation to CPPA	Service Member submits forms and/or documentation to Command Pay and Personnel Administrator (CPPA).
	1.6	Obtain additional supporting documentation, as requested	<p>Service Member obtains additional supporting documentation, as requested.</p> <p>Go to 1.2.</p>
	3	Process Service Member's Meal Deduction	<p>Process Service Member's Meal Deduction or Missed Meals Credit.</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>Note: Common transactions for meal deductions in NSIPS:</p> <ul style="list-style-type: none"> · DN01 Start Meal Collections · DN02 Stop Meal Collections · PI03 Report Missed Meals <p>The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction transaction when the Service Member arrives PCS</p>
	3.18	Verify proper processing of Meal Deduction entitlement	<p>Service Member verifies proper processing of Meal Deduction entitlement.</p> <p>If Leave and Earning Statement (LES) is not correct by the next LES release following submission of Meal Deduction transaction request, contact CPPA to follow-up with servicing TSC.</p>

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2	Receive, dispatch, and review documentation and verify Service Member's eligibility for RIK or BAS	<p>Receive, dispatch, and review documentation and verify Service Member's eligibility for Rations (Subsistence) in Kind (RIK) or Basic Allowance for Subsistence (BAS), as required.</p> <ol style="list-style-type: none"> 1. Furnished meals in government mess (subsisted in kind), Naval personnel entitled to receive basic pay are either: <ul style="list-style-type: none"> · Entitled to partial basic allowance for subsistence (BAS); or · Entitled to a BAS if not subsisted in kind 2. Enlisted Service Members may be authorized one of the following types of full BAS: <ul style="list-style-type: none"> · When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable (e.g., overhaul, decommissioning) · When permission to mess separately is granted · When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available 3. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.
	2.6	Verify eligibility criteria for RIK or BAS	<p>Clerk verifies eligibility criteria for RIK or BAS, as appropriate.</p> <p>Refer to nd appropriate MILPERSMAN articles cited in Reference section for specific eligibility criteria.</p> <p>Normally, Enlisted Service Members are subsisted-in-kind. For uniformity in making determinations, government messes available in the geographical area must be fully used compatible with economy and efficiency.</p> <p>Mandatory pay account collection may be required in the following situations:</p> <ul style="list-style-type: none"> · Field duty · Sea duty · Service Members traveling together with limited to no per diem travel · Accession Pipeline Military Training · Essential unit messing · Essential station messing <p>Enlisted BAS rates and policy will be applied uniformly for all Enlisted Service Members under similar conditions, permanently assigned to the same installation, station, base, or ship. The installation commander/commanding officer will ensure the uniform application of BAS rates and policy for Service Members under similar conditions, whether from a single service or more than one service. Refer to MPM 1746-020 for criteria for authorization to mess separately.</p>
	2.7	Review and verify Service Member's pay account	<p>Clerk reviews and verifies Service Member's pay account.</p> <p>Login to MMPA JJAA:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FIDs 35 and 68 to determine Service Member dependency status · Verify FIDS 35 and 68 to determine eligibility, e.g.: · Single Service Member vacating government quarters (normally in conjunction with BAH status change) · Single Service Member occupying government quarters (normally in conjunction with BAH status change) · Single Service Member arriving at new duty station and occupying government quarters (receipt) · Single Service Member detaching from duty station (transfer/separation) · Verify FIDs 23, 27, SG, SH, SB, NB, DN, as required <p>Note: Enlisted Service Members on authorized leave (including proceed time, authorized delays enroute between duty stations chargeable as leave, and convalescent leave) are entitled to the standard enlisted BAS rate, regardless of the BAS rate authorized at their permanent station.</p> <p>Enlisted Service Members performing Permanent Change of Station (PCS) travel (including temporary duty travel or temporary additional duty (TDY/TAD) enroute) under orders away from their designated post of duty are entitled to the standard enlisted BAS rate, regardless of the BAS type authorized at their previous or subsequent Permanent Duty Station (PDS).</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3	Process Service Member's Meal Deduction	<p>Process Service Member's Meal Deduction or Missed Meals Credit.</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>Note: Common transactions for meal deductions in NSIPS:</p> <ul style="list-style-type: none"> · DN01 Start Meal Collections · DN02 Stop Meal Collections · PI03 Report Missed Meals <p>The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction transaction when the Service Member arrives PCS</p>
	3.1	Is Service Member eligible for RIK, BAS or Missed Meal Credit?	<p>Is Service Member eligible for RIK, BAS or Missed Meal Credit?</p> <p>If RIK, go to 3.2. If BAS, go to 3.4. If Missed Meal Credit, go to 3.7.</p>
	3.2	Issue Meal Pass	<p>Clerk issues Meal Pass, if required</p> <p>Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.</p> <p>Active Duty Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate MEC using the Card Maintenance Utility or similar technology.</p> <p>Note 1: Some locations may use prior month LES as validation for RIK entitlement.</p>
	3.3	Create Meal Deduction Start transaction in NSIPS	<p>Clerk creates Meal Deduction Start transaction in NSIPS in accordance with DJMS MMPA Guide. https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p> <p>Login to NSIPS Pay Clerk Account and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN or Name and click Search · Select the Deduction ID Lookup <p>Note: Lookup Page loads with the DE and DN FIDs available for selection.</p> <ul style="list-style-type: none"> · Select the DN FID <p>Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report.</p> <ul style="list-style-type: none"> · Select the Start Action Indicator <p>Note: All data elements for DN01 are loaded on the page for entry.</p> <ul style="list-style-type: none"> · Select the Start Date lookup button · Select applicable Start or Stop Date from the drop down list · Select the Meal Deduction Type from the lookup button · Select the Meal Deduction Valid Value from the drop down list · Click the Validate button located at the bottom left of the page to ensure all require data has been entered · Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided <p>Note: 'Approved' is displayed in the 'Appr Action' field.</p> <ul style="list-style-type: none"> · Select [Save] and begin the standard workflow process <p>Note: Route to Operator window is displayed.</p> <ul style="list-style-type: none"> · Select appropriate Pay supervisor and press OK push button <p>Return to Start Meal Deduction window to process additional Service Members, if required, otherwise Go to 3.9</p>

CLERK CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.4	Does Service Member's Meal Deduction require a Stop transaction?	Does Service Member's Meal Deduction require a Stop transaction? If Yes, go to 3.5. If No, go to Stop.
	3.5	Collect Meal Pass	Clerk collects Meal Pass, if required Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer. Active Duty (ACDU) Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate Meal Entitlement Code (MEC). When authorized BAS, their Meal Pass must be collected or their DoD CAC must be encoded with the appropriate MEC using the Card Maintenance Utility or similar technology, and their pay account must be updated.
	3.6	Create Meal Deduction Stop transaction in NSIPS	Clerk creates Meal Deduction Stop transaction in NSIPS in accordance with DJMS MMPA Guide. https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide Login to NSIPS and navigate to: Pay Maintenance > Deductions > Use > Deduction-Create: <ul style="list-style-type: none">· Enter Service Member's SSN or Name and click Search· Select the Deduction ID Lookup Note: Lookup Page loads with the DE and DN FIDs available for selection. <ul style="list-style-type: none">· Select the DN FID Note: Appropriate page with input and pre-populated fields opens for the Create-Deduction Work Product with the following Action Indicator buttons available for selection: Start, Stop, Correct, Cancel, and Report. <ul style="list-style-type: none">· Select the Stop Action Indicator· Select the Stop Date lookup button Note: Lookup Stop Date dialogue box is loaded with Current Date available for selection. <ul style="list-style-type: none">· Select applicable Stop Date from the drop down list· Click the Validate button located at the bottom left of the page to ensure all require data has been entered· Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided Note: 'Approved' is displayed in the 'Appr Action' field. <ul style="list-style-type: none">· Select [Save] and begin the standard workflow process Note: Route to Operator window is displayed. <ul style="list-style-type: none">· Select appropriate Personnel supervisor and press OK pushbutton Return to Stop Meal Deduction window to process additional Service Members, if required, otherwise Go to 3.9
	3.7	Is Service member eligible for Missed Meals?	Is Service Member eligible for Missed Meals? If yes, go to 3.8 If no go to 3.9

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.8	Create missed meals report transaction in NSIPS	<p>Clerk creates Missed Meals transaction in NSIPS.</p> <p>Login to NSIPS Personnel Clerk Account and navigate to: Entitlements > Refunds > Use > Missed Meals-Create:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN or Name and click Search · Select the action indicator · Select the Start Date lookup button · Select applicable Start or Stop Date from the drop down list · Enter number of Missed Breakfasts · enter number of missed Dinners · Enter number of missed Suppers · Click the Validate button located at the bottom left of the page to ensure all require data has been entered · Click the 'Appr Action' drop down arrow and select 'Approve' from the list provided <p>Note: All numbers for missed breakfast, dinner and supper should be equal to the number of days for Start/Stop if all meals are missed.</p> <ul style="list-style-type: none"> · Select [Save] and begin the standard workflow process <p>Note: Route to Operator window is displayed.</p> <ul style="list-style-type: none"> · Select appropriate supervisor and press OK pushbutton · Return to Start Missed Meals window to process additional Service Members, if required, otherwise
	3.9	Forward to supervisor for audit and release in NSIPS	<p>Clerk forwards to supervisor for audit and release in NSIPS.</p> <p>Note: Transaction is forwarded to supervisor and final save is completed. Upon successful save, the original input panel appears with "Approval Instance" number assigned to the saved transaction</p>
	3.11	Did Meal Deduction transaction post?	<p>Did Meal Deduction transaction post?</p> <p>Go to MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FID DN posted with the correct meal deduction type <p>If No, go to 3.12.</p> <p>If Yes, go to 3.13.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.12	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 3.11.</p>
	3.13	Update and verify the Meal Pass and Meal Deduction Reports	Clerk updates and verifies the Meal Pass and Meal Deduction Reports.
	3.14	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review"
	3.15	Compile Retain File	<p>Clerk compiles Retain File with appropriate supporting documentation, as applicable.</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> <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 endorsed with all intermediate and gaining commands · TAD Orders and endorsements · Locally generated command memo with ship/unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate · NAVPERS 1070/602 or RED/DA (particularly to document status changes) · The original approved BAS request and the file copy of the pay documents must be retained by the TSC

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	2	Receive, dispatch, and review documentation and verify Service Member's eligibility for RIK or BAS	<p>Receive, dispatch, and review documentation and verify Service Member's eligibility for Rations (Subsistence) in Kind (RIK) or Basic Allowance for Subsistence (BAS), as required.</p> <ol style="list-style-type: none"> 1. Furnished meals in government mess (subsisted in kind), Naval personnel entitled to receive basic pay are either: <ul style="list-style-type: none"> · Entitled to partial basic allowance for subsistence (BAS); or · Entitled to a BAS if not subsisted in kind 2. Enlisted Service Members may be authorized one of the following types of full BAS: <ul style="list-style-type: none"> · When subsistence in kind is not available, or utilization of a government mess is determined to be impracticable (e.g., overhaul, decommissioning) · When permission to mess separately is granted · When assigned to duty under emergency conditions where no messing facilities of the United States (U.S.) are available 3. Officers entitled to basic pay are entitled to BAS at all times on a monthly basis.
	2.1	Receive eCRM case from customer command	<p>Supervisor receives eCRM case from customer command.</p> <p>eCRM case to support RIK (Meal Deduction Start) may be part of overall Receipts package (PCS orders). In such case, Meal Deduction would be started following the posting of the Activity Gain since the deduction will not Start upon posting of the SG-03 Report PCS Arrival transaction.</p>
	2.2	Supervisor reviews eCRM case.	<p>Supervisor reviews eCRM case.</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>The eCRM case may consist of one of the following, as applicable:</p> <ul style="list-style-type: none"> · Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands · Temporary Additional Duty (TAD) orders and endorsements · Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate · NAVPERS 1070/602 or RED/DA (particularly to document status changes) · Approved individual requests to discontinue RIK and start BAS
	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>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	2.4	Coordinate with CPPA to complete and/or correct eCRM case	Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case. Go to 2.3.
	2.5	Supervisor dispatche 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.
	3	Process Service Member's Meal Deduction	Process Service Member's Meal Deduction or Missed Meals Credit. 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. Note: Common transactions for meal deductions in NSIPS: <ul style="list-style-type: none"> · DN01 Start Meal Collections · DN02 Stop Meal Collections · PI03 Report Missed Meals The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The Clerk must prepare a DN01-Start Meal Deduction transaction when the Service Member arrives PCS
	3.10	Audit and release Meal Deduction transaction in NSIPS	Supervisor audits and releases Meal Deduction transaction in NSIPS.
	3.12	Determine reason for posting delay	Clerk and supervisor determine reason for posting delay. <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. 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 3.11.
	3.16	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
	3.17	Forward copy of the Meal Pass Report to the host activity Food Service Officer	Supervisor forwards copy of the Meal Pass Report to the host activity Food Service Officer on a monthly basis.

CPPA START

 **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>Meal Deduction may be processed in conjunction with the Receipts process. The supporting documentation provided during the Receipts process may also be used to process the Meal Deduction.</p>
	1.3	Review documentation	CPPA reviews documentation.
	1.4	Is documentation complete?	<p>Is documentation complete?</p> <p>If Yes, go to 1.7. If No, go to 1.5.</p>
	1.5	Request Service Member provide additional supporting documentation	CPPA requests Service Member provide additional supporting documentation.
	1.7	Assemble and compile documentation	CPPA assembles and compiles documentation for submission to TSC.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.8	Submit documentation to TSC via eCRM	<p>CPPA submits documentation to TSC via Personnel and Pay enterprise Customer Relationship Management (eCRM).</p> <p>Meal Deduction may be processed in conjunction with the Receipts process.</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 in local document retention system. 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 Meal Deduction <p>The eCRM case may consist of one of the following, as applicable:</p> <ul style="list-style-type: none"> · Permanent Change of Station (PCS) orders endorsed with all intermediate and gaining commands · Temporary Additional Duty (TAD) orders and endorsements · Locally generated command memo with Ship/Unit sailing list signed by appropriate authority certifying entitlement to RIK or to BAS, as appropriate · NAVPERS 1070/602 or RED/DA (particularly to document status changes) · Approved individual requests to discontinue RIK and start BAS <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>
	3.2	Issue Meal Pass	<p>Clerk issues Meal Pass, if required</p> <p>Refer to MPM 1746-030 for appropriate issue and control responsibilities subject to local policies directed by the responsible Commanding Officer.</p> <p>Active Duty Enlisted Service Members, who are entitled to meals at government expense in a general mess ashore, are issued a NAVSUP 1105 Meal Pass (SALMON Color) or have their DoD CAC encoded with the appropriate MEC using the Card Maintenance Utility or similar technology.</p> <p>Note 1: Some locations may use prior month LES as validation for RIK entitlement.</p>