Chief of Naval Personnel		
Process Name: Naval Academy Preparatory School (NAPS)		
Document ID: End to End		
Document Owner: MNCC HRSC, Navy Personnel Command	**Approval:** Navy Pay and Personnel Support Center (NPPSC)	**Revision Date:** 1/18/2025

PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Naval Academy Preparatory School (NAPS) and Transaction Service Centers (TSCs) to follow during management and administration of the Accession process for candidates.

Roles and Responsibilities:

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

- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.

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

- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).

- CPPA: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.

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

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

Best Practices:

Service Member

- Review and comply with all requirements listed on https://www.usna.edu/ , as applicable.
- Active duty Sailors, ensure orders are properly endorsed and NAVPERS 1070/602 Dependency Application and/or SGLI is updated.
- Review your Leave and Earning Statement (LES) monthly while attending NAPS. Getting familiar with your pay earlier in your career can prevent may future discrepancies. You are the first defense when there is an issue with your pay. Stay informed and stay up to date.

CPPA

- Maintain access to current forms and utilize NPPSC 1420/1 New Accessions Checklist (NAPS). The checklist can be accessed via: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

- Ensure all key supporting documents are submitted for members with prior service.

- Ensure orders are properly endorsed.

- Thoroughly review class rosters and ensure an eCRM case is submitted for every class member.

TSC

- Review MMPA and service record.

- Typically, direct entry strength gains are processed first. Direct strength gains need to be gained before scheduling a DEERS appointment.

Overall

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

Systems:

#	System	Description
1.	OMPF	• Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every officer and enlisted Service Member, Active and Reserve, from time of entry until final separation. • OMPF - My Record View provides the ability to view, download, and print OMPF documents. • Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. • When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
2.	NSIPS/ESR	• Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. • The NSIPS Electronic Service Record (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.	DJMS MMPA	• The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. • MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. • 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.
4.	DWOWS	• Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members. https://dwows.csd.disa.mil/dwows/

#	System	Description
5.	Electronic-Submission (E-Sub)	• The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. • The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. • All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
6.	eCRM (Salesforce)	• The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. • 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.

References:

#	Doc ID	Title
1.	JTR	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/
2.	DoD FMR, Vol. 7A	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Military Pay Policy and Procedures – Active Duty and Reserve Pay http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
3.	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy and Procedures http://comptroller.defense.gov/FMR/vol9_chapters.aspx
4.	SECNAV M-5210.1	Department of the Navy Records Management Program Records Management Manual https://www.secnav.navy.mil/doni/default.aspx

#	Doc ID	Title
5.	OPNAVINST 1160.6 (Series)	Special Duty Assignment Pay (SDAP) Program
		https://www.secnav.navy.mil/doni/default.aspx
6.	OPNAVINST 7220.12 (Series)	Basic Allowance for Housing Entitlements
		https://www.secnav.navy.mil/doni/default.aspx
7.	BUPERSINST 1080.54 (Series)	Enlisted Distribution and Verification Process
		https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/
8.	BUPERSINST 1150.1 (Series)	Policies and Administrative Procedures for the Hometown Area Recruiting Program (HARP), Officer Hometown Area Recruiting Program (OHARP), Blue Jacket Hometown Area Recruiting Program (BJHARP) and Senior Minority Assistance to Recruiting Program (SEMINAR)
		https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/
9.	BUPERSINST 1301.40 (Series)	Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR)
		https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/
10.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System
		https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/
11.	MILPERSMAN 1050-220	Recruiting Assistance Leave Program
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
12.	MILPERSMAN 1050-440	Administrative Absence to Obtain a Legal Marriage
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
13.	MILPERSMAN 1070-111	Submission of NSIPS and Electronic Service Record (ESR) Documents to OMPF.
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
14.	MILPERSMAN 1070-270	Dependency Application
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
15.	MILPERSMAN 1070-271	Record of Emergency Data
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
16.		Administrative Remarks

#	Doc ID	Title
	MILPERSMAN 1070-320	https://www.mynavyhr.navy.mil/References/MILPERSMAN/
17.	MILPERSMAN 1306-106	Time on Station (TOS) and Retainability/Obligated Service (OBLISERV)
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
18.	MILPERSMAN 1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
19.	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
20.	MILPERSMAN 1600-120	Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/Temporary Duty (TEMDU) Orders
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
21.	MILPERSMAN 1746-030	Meal Passes for Enlisted Personnel
		https://www.mynavyhr.navy.mil/References/MILPERSMAN/
22.	NPPSCINST 4060.1 (Series)	Meal Passes
		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
23.	NPPSCINST 5213.1 (Series)	Forms Management
		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
24.	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

#	Doc ID	Title
25.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
		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
26.	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
27.	NAVADMIN 101/10	Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station
		https://www.mynavyhr.navy.mil/References/Messages/
28.	NAVADMIN 416/10	Submarine Duty Incentive Pay Obligated Service Requirement
		https://www.mynavyhr.navy.mil/References/Messages/
29.	NAVADMIN 058/14	Increased Enlisted Personnel Distribution Authority
		https://www.mynavyhr.navy.mil/References/Messages/

#	Doc ID	Title
30.	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days
		https://www.mynavyhr.navy.mil/References/Messages/
31.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES)
		https://www.mynavyhr.navy.mil/References/Messages/
32.	NAVADMIN 254/17	Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability
		https://www.mynavyhr.navy.mil/References/Messages/
33.	NAVADMIN 285/21	Government Travel Charge Card Use During Permanent Change of Station Lessons Learned
		https://www.mynavyhr.navy.mil/References/Messages/
34.	NAVADMIN 129/22	Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel
		https://www.mynavyhr.navy.mil/References/Messages/
35.	NAVADMIN 291/22	Government Travel Charge Card use in Support of PCS Travel
		https://www.mynavyhr.navy.mil/References/Messages/
36.	PPIB 16-12	Issue 161201: Update E-mail Address and Contact Information in NSIPS
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
37.	PPIB 16-22	Same Geographical Location Transfers
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
38.	PPIB 17-01	Review and Approval of Travel Vouchers
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
39.	PPIB 18-03	MILPCS Travel Voucher
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

#	Doc ID	Title
40.	PPIB 21-28	Servicemembers Group Life Insurance (SOES) Certification
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
41.	PPIB 22-22	Service Member in Transit in Government Quarters
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
42.	PPIB 22-36	RED DA Pending Transactions
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

Online Resources:

#	Website Sponsor	Title and Link
1.	MyNavy HR	Battle Admin
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/

#	Website Sponsor	Title and Link
2.	MyNavy HR	OHARP/Seminar
		https://www.cnrc.navy.mil/HARP-BJHARP-OHARP/
3.	Commander, Navy Recruiting Command	Recruiter Assistance Programs
		https://www.cnrc.navy.mil/harp-bjharp-oharp-seminar/
4.	Commander, Navy Recruiting Command	Enlistment Incentives
		https:www.cnrc.navy.mil/enlisted-incentives/
5.	Navy Standard Integrated Personnel System (NSIPS)	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy
6.	NPPSC	Ops Alerts
		https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx

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 1 Chapter 4 Section B	Activity Gain
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

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

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
2.	NAVPERS 1740/6	Department of the Navy Family Care Plan Certificate
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
3.	NAVPERS 1740/7	Family Care Plan Arrangements
		https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
4.	DD1351-2	Travel Voucher or Subvoucher
		https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2/
5.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2C/

#	Form #	Title
6.	DD1561	Statement to Substantiate Payment of Family Separation Allowance
		https://www.esd.whs.mil/Directives/forms/dd1500_1999/DD1561/
7.	DD2058	State of Legal Residence Certificate
		https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058/
8.	DD2058-1	State Income Tax Exemption Test Certificate (NJ, NY, and OR)
		https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058-1/
9.	NPPSC 1300/4	Receipt Checklist
		https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
10.	SF 1199A	Direct Deposit Sign-up Form
		https://www.irs.gov/
11.	W4	Employees Withholdings Certificate
		https://www.irs.gov/

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			START
1	Report to NAPS	Service Member	Service member reports to NAPS.
1.1	Issue Service member NPPSC 1420/1 New Accessions Checklist (NAPS)	CPPA	Ensure Service member receives NPPSC 1420/1 New Accessions Checklist (NAPS) for submission of KSDs.
1.2	Receive KSDs from the Service member per the NPPSC 1420/1 New Accessions Checklist (NAPS)	CPPA	Service member submits all KSDs to the CPPA per NPPSC 1420/1 New Accessions Checklist (NAPS).
1.3	Identify NAPS accession type	CPPA	There are two types of NAPS accessions: • Direct Entry: require a strength gain to be processed. • Fleet Returnees: require an activity gain to be processed. A strength gain will not be processed.
1.4	Verify members pay and pers accounts	CPPA	Direct Entry accessions will not have a Pay or PERS account. Fleet Returnees: • Will reflect as in transit – DSC 199 via NSIPS
1.5	Verify Service members bank information.	CPPA (All)	Members will complete SF 1199A, Direct Deposit Sign-Up Form. CPPA will ensure the document is complete and accurate. After initial Accession is processed and completed by the TSC, member can update their direct deposit information via MyPay.
1.6	Verify Service member's documentation for BAH and/or other entitlements	CPPA	Ensure member is receiving correct BAH entitlement. Verify NAVPERS 1070/602 and Service members PCS Orders. CPPA will review and verify all other entitlements, as applicable.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			CPPAs servicing NAPS Service members are authorized to utilize a legacy Page 2 (pen and ink changes). Note: Zip code for command can be verified via AMF1.
1.7	Assemble and verify Service member's Accession-NAPS package for completeness and accuracy. Submit to TSC via eCRM.	CPPA	CPPA assembles and verifies Accession-NAPS package for completeness and accuracy per NPPSC 1420/1 New Accessions Checklist (NAPS). Form can be obtained at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms Refer to Case Routing Guidance for New Accessions to ensure transaction is submitted via eCRM properly (i.e. subject line, problem code, etc.)
2	Verify Service member's key support documents	Clerk	Verify Service member's key supporting documents via the NPPSC 1420/1 New Accessions Checklist (NAPS).
2.1	Verify Service member's PCS orders match MMPA (JJAA and LOPG/L0OG)	Clerk	Verify original orders are stamped with all detaching and reporting endorsements and dates match MMPA. JJAA: • SH: DDLDS (Date Departure Last Duty Station) • SG: ARRIVE LOPG: • Page 1: Activity Name, Past, DTROB, DTTRF L0OG: Screen 04: Duty Station History, From, To, Duty Station
2.2	Review NAPS package and submit activity gain	Clerk	**This step is only applicable for Fleet Returnees.** TSC Clerk completes Activity Gain in NSIPS.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note 1: Data required to complete Gain panels vary from Service Member to Service Member. Input information as applicable.
			Note 2: If CPPA is unable to complete Activity Gain, then Clerk completes Activity Gain (as directed from Step 6.1) and returns to Step 6.2 after Activity Gain is complete to submit to Supervisor for Audit and Release.
			Login to NSIPS: To complete the Activity Gain, complete Panel 1 (Report tab), Panel 2 (Delay in Reporting tab), Panel 3 (Misc Data tab), and Panel 4 (Additional Reporting tab).
			Report tab (Panel 1): • Action Reason: The Action Reason is updated based on the orders type (Activity, TAD, PEB, TEMDU, etc.) or if the member has not reported to the activity (FTR- Failed to Report). • UIC Report To: If NSIPS has PCS orders in the system and your command is listed in the orders as the Ultimate Duty Station, UIC will automatically populate with your command's UIC otherwise enter Unit Identification Code (UIC) of Gaining Command. • Report Date: Date Reported to Gaining Command (obtain from orders) • Geographic Duty Location: Auto-populates based upon Gaining Command UIC • PSI-PRD: Obtain from orders. • UIC Received From: Update only if required (obtain from orders) **NOTE**: If UIC Received From does not match the previous duty station listed on the members PCS Orders, the Sailor may not have been properly reported at the last duty station. This unaccounted time must be accounted for on the Additional Reporting tab (Panel 4). • Loss Date: Update only if required (obtain from orders)

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• ACC: Accounting Category Code - Onboard Duty Status. Update if required (obtain from orders) • ADSN Indicator: ADSN Indicator - auto-populates, correct entry if required. Accounting and Disbursing Station Number (ADSN) Indicator is based on whether or not the new command falls under the same ADSN (i.e., whether the Service Member's record will be maintained by the same TSC.) o No- ADSN is Changing, if the old and new command falls under the same ADSN. o Yes- ADSN is Not Changing, if the old and new command falls under the same ADSN. • Sea Duty Commencement Date - SDCD (will gray out if not applicable), only used for sea duty commands (Type 2 and 4): o Establishes Career Sea Pay Premium (CSPP) date. o Populates CSPP report. o Ensure SDCD updated after DTROB updated. **Delay in Reporting tab (Panel 2):** • BAS/Foreign Duty Pay/Career Sea Pay/Zip Code & BAQ - entries in these blocks will initiate entitlements. • Basic Allowance for Subsistence (BAS) **NOTE**: Per DJMS PTG 30102(b), BAS cannot be started or changed for a newly reporting Service Member using this transaction. It must be reported/adjusted in MMPA. For more information, review the BAS Codes, BAS Input documentation, and the Vessel Codes. • Foreign Duty Pay • Career Sea Pay, and Category Vessel Code are based on command type/location. The vessel codes are as follows:

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			○ Designated Category A. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished underway. ○ Designated Category B. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished in port. ○ Designated Category C. See OPNAVINST 7220.14 series for specific types of vessels. • BAQ Accom Status and BAQ Type are determined based on data reflected on the Service Member's Dependency Application (NAVPERS1070/602) or RED/DA. Verify that the appropriate data fields are completed in the Service Member's Delay in Reporting panel of the Activity Gain - Pending transaction. This information is available on the MPA 43/09. • * Travel Time, Proceed Time, and Leave Time are determined based on travel mode, distance (based on travel mode) and whether a Service Member is reporting to or from a duty station (see Joint Travel Regulation - JTR). • * Leave Type identifies the reason for any delay in reporting to the new command. • * Movement Reason Code is based on the orders type and Date Arrived/Depart CONUS will only be used for a gain where there is a move to or from OCONUS. **Misc Data tab (Panel 3):** • Address and Phone/Dependency Data tabs are links to update that data. • Department, Division, and Shop Codes are the specific locations the Service Member will be assigned upon arrival Clerk ID is in reference to the clerk who processed the Activity Gain. • Distribution Code

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			• * Duty Involving Flying, Crewman (DIFCREW) Indicator is based on Service Member's orders, whether or not the Service Member is assigned to an Air Crew with a flying status. **Additional Reporting tab (Panel 4):** • Update as required to identify interim duty stations. Use to report additional elapsed time and additional periods on the orders not updated via an Activity Gain/Loss (i.e., Recruiter Assistance Duty or temporary duty stations not reported via an Activity Gain/Loss). 1. After completing information for panels 1-4, Click the **Report** tab and select the appropriate **Action**. 2. Enter comments, as necessary. 3. Click **Save**. 4. Verify/Update the **Projected Release Date**. 5. Select the appropriate **Role User.** 6. Click **OK** to route the Activity Gain – Pending to the Personnel Supervisor for audit and release.
2.3	Send Activity Gain to TSC QA for review via NSIPS	Clerk QA	**This step is only applicable for Fleet Returnees.** Clerk submits Activity Gain to QA for review and release.
2.4	Clerk creates and processes strength gain transaction via NSIPS	Clerk	**This step is only applicable for Direct Entry NAPS accessions.** Clerk processes strength gain transaction.
2.5	QA will review and release strength gain transaction via NSIPS	QA	**This step is only applicable for Direct Entry NAPS accessions.** QA reviews and releases strength gain transaction.
2.6	Review and verify Service Member's pay and personnel accounts	Clerk	**This step is only applicable for Direct Entry NAPS accessions.** Review and verify Service member's pay and personnel accounts.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.7	Verify Members direct deposit information	Clerk	Members will complete SF 1199A, Direct Deposit Sign-Up Form for direct deposit banking information. Verify "LH" fid via MMPA.
2.8	Process banking information via NSIPS	Clerk	**This step is only applicable for Direct Entry NAPS accessions.** Process a LH01 transaction via NSIPS and submit to Supervisor for review. If Fleet Returnees submit a SF 1199A, process a LH01 via NSIPS.
3	QA will release LH01 via NSIPS	QA	QA reviews and releases LH01 via NSIPS.
3.1	Verify members meal deductions	Clerk	Direct Entry: Enlisted members enrolled in an initial entry training are not authorized BAS. Fleet Returnees: Not considered to be at INITIAL entry training. A DN01 will be processed.
3.2	Submit a cancellation of members BAS via NSIPS	Clerk	**This step is only applicable for Direct Entry NAPS accessions.** Process cancellation of members BAS via NSIPS, if applicable.
3.12	Process cancellation of members BAS via NSIPS	QA	**This step is only applicable for Direct Entry NAPS accessions.** QA reviews and releases cancellation of members BAS via NSIPS.
3.13	Process Meal Deductions via NSIPS	Clerk	**This step is only applicable for Fleet Returnees.** Process a meal deduction start via NSIPS and submit to QA for review and release.
3.14	Release Meal Deductions via NSIPS	Clerk	**This step is only applicable for Fleet Returnees.** QA reviews and releases meal deduction - start.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.15	Submit TR01 via NSIPS	Clerk	Note: Once processed, the TR01 will match the members paygrade to the paygrade the member will be as a midshipmen once they graduate Naval Academy Preparatory School.
3.16	QA will release TR01 in NSIPS	QA	Review and release TR01.
3.17	Verify Service members State Tax and Federal Tax information	Clerk	Fleet Returnees: Will already have tax information entered in MMPA. Validate and ensure tax information is captured via MMPA.
3.18	Update members Tax information via NSIPS	Clerk	Utilizing W4 and DD Form 2058, enter member's Federal and State tax information into NSIPS.
3.19	Process a MM03 transaction via NSIPS	Clerk	**This step is only applicable for Direct Entry accessions.** The MM03 FID via MMPA confirms the members accession is correct. Process MM03 transaction via NSIPS. Note: Members pay account will divert to a "T" status and pay will be stopped if this is not processed correctly.
3.20	QA will release MM03 via NSIPS	QA	**This step is only applicable for Direct Entry accessions.** QA reviews and releases MM03.
3.21	Review BAH and BAQ entitlements	Clerk	Review members 68 and 35 line.
3.22	Submit applicable BAH/BAQ transactions	Clerk	Process BAH and BAQ transactions via NSIPS, if applicable.
4	Review processed entitlements	Clerk	Review all entitlements after they have been released. If corrections are required, ensure they are processed and released, as applicable.
4.5	Submit case to supervisor for review	Clerk	Refer to eCRM Case Work Flow New Accessions for eCRM routing guidance to the supervisor.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5	Verify members direct deposit information	Supervisor	Ensure member has a valid and open LH entry via MMPA and banking information is correct.
5.1	Verify members tax information	Supervisor	Review members "F" FID entries via MMPA and ensure information is correct.
5.2	Verify pay, entitlements, and deductions.	Supervisor	Verify if pay, entitlements, and deductions posted correctly.
5.4	Complete eCRM case	Supervisor	Ensure all files are retained via eCRM and are retained in accordance with the following documents: • NPPSCINST 7250.1 (series), • NPPSC 1420/1 New Accession Checklist (NAPS) • Applicable eCRM Case Work Flow
5.6	Verify proper processing of pay, entitlements, and deductions	Service member	Verify proper processing of pay, entitlements, and deductions. If Leave and Earning Statement (LES) is not correct, contact your CPPA.
STOP			