

# Non Judicial Punishment SOP



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

## Role Link's:

[Command Leadership](#)

[CPPA](#)

[Service Member](#)

[Clerk](#)

[Supervisor](#)

## Quick Links:

[Roles & Responsibilities](#)

[Best Practices](#)

[Systems](#)

[Reference's](#)

[Online Resources/Aids](#)

[Help Desk/Forms](#)

[KSD's](#)

[CPPA Resources](#)

[SOP Feedback Submission](#)

[NAVADMIN](#)

[NPPSC Forms](#)

[SalesForce/eCRM](#)

[NAVPERS Forms](#)

[DOD Inst/Dir/Forms](#)

[MILPERSMAN](#)

[JTR](#)

Approved for public release: Distribution Unlimited

**Process Name: Legal Non-Judicial Punishment (Legal) SOP**

**Document ID: End to End**

**Document Owner:**

**Approval:**

**Revision Date:**

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

13-Jul-23

### 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 support the processing of a Service Member's Non-Judicial Punishment (NJP) to include set aside of previously imposed punishment, vacation of suspended punishment and coincident processing of Good Conduct Medal restart.

### Roles / Responsibilities:

- **TSC/Personnel Office 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/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 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.

## NAVPERS 1070/607 COURT MEMORANDUM

Refer to Navy PTG Part 7 Deductions and Collections Chapter 5: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Tables 7-5-4 and 7-5-5 for events and entries on the NAVPERS 1070/607.

**Description and Use:** The NAVPERS 1070/607 can be completed in NSIPS. Do not use this form for officers. Administrative offices will use this form to report the following actions for enlisted members:

A. Administrative Actions. Such as:

1. release from confinement,
2. vacation of sentences suspended by higher authority,
3. correction of previously submitted NAVPERS 1070/607.

B. NJP Action. Use the NAVPERS 1070/ 607 when the action:

1. affects pay,
2. results in reduction in rate,
3. remits a previously reported reduction in rate in whole.

The use of NAVPERS 1070/607 does not eliminate the requirement for NAVPERS 1070/606 entries in the service record. Refer to MPM 1611-010 to report courts-martial or NJP action on an officer.

Restrictions on Use: Per MPM 1626-020 do not use NAVPERS 1070/607 to report the following actions:

- Oral reprimand
- Written admonishment/reprimand
- Restriction
- Forfeiture of pay (suspended)
- Reduction of rate (suspended)
- Extra duty
- Conviction by civil authorities

Concurrent Reduction in Grade and Forfeiture of Pay: When punishment includes both a reduction in grade, whether or not suspended, and a forfeiture of pay, the forfeiture of pay is based on the grade to which reduced. Also, if a forfeiture is awarded in combination with a suspended rate reduction, ensure that the amount of the forfeiture does not exceed the maximum allowable for the reduced rate. See DoD FMR, Vol. 7A, para. 490301.

**Forfeitures:**

- Forfeitures awarded at NJP must be expressed in whole dollars. Example: 321.00.
- Forfeitures awarded at NJP must be expressed in months only, not days or fractions of months.

**Effective Dates:** Forfeitures of pay and reductions in grade, if unsuspended, are effective on the date the commander imposes the punishment. (For Navy and Marine Corps members, however, nonjudicial forfeitures of pay do not run concurrently. If a forfeiture of pay is imposed by a nonjudicial punishment while a prior forfeiture of pay is still in effect, it will not commence until the prior forfeiture of pay is completed.) Pay accrued by a member before the imposition of the punishment is not subject to forfeiture. When a forfeiture of pay is suspended, the suspension takes effect on the date of the action. When a member is restored to a higher grade by suspension of a reduction in grade, the member is entitled to pay of the higher grade only from the date of suspension. If, however, a reduction in grade or forfeiture of pay is set aside and all rights, privileges, and property affected by it are restored, then the member is entitled to pay as though the reduction in grade had never been imposed. When the suspension of a punishment is vacated, the effective date for pay purposes is the date of the vacation.

**Different Date of Actions:** Separate NAVPERS 1070/607s are required if a different date of action is required. However, if two NAVPERS 1070/607s are submitted for two separate NJPs and both dates of action are the same, e.g., the member's suspended punishment is being vacated on the same date as another NJP awards punishment, the dates of action will be the same.

**Pay Action (e.g., RIR, Forfeiture of Pay) Suspended:** If the convening authority (for courts-martial) or the commanding officer/officer in charge (NJP) suspends all or any portion of an awarded sentence, report only that portion of the sentence not suspended. See Navy PTG Part 7 Deductions and Collections Chapter 5 Table 7-5-4 for applicable rules.

**Suspension Vacated:** If a suspended sentence is later vacated, prepare a "new" NAVPERS 1070/607 as an initial action to adjust the member's pay. Report only that portion of the suspended sentence being vacated. The Type and Date of Court/Mast that awarded the original sentence will remain the same. The Date of Action will be date the sentence is vacated.

## BEST PRACTICES CONTINUED

← BACK

**NJP Sentence Deferred:** With the exception of deferring the effective date of forfeiture of pay until a previous NJP forfeiture is completed, NJP sentences may not be deferred.

**Higher Authority Suspends, Remits, Disallows, or Otherwise Modifies:**

If a pay action was previously reported on a NAVPERS 1070/607 and that action is suspended, remitted, disallowed or otherwise modified by supervisory or reviewing authority, an additional NAVPERS 1070/607 is required to report modification of the NAVPERS 1070/607. Do not report actions from the initial NAVPERS 1070/607 that are not modified.

Maintain frequent communication between the PSD and customer command to resolve any ambiguity in the imposition, set-aside or vacation of NJP

Protect Personally Identifiable Information (PII)

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

#	System	Description
1.	OMPF	<ul style="list-style-type: none"> <li>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.</li> <li>OMPF - My Record View provides the ability to view, download, and print OMPF documents.</li> <li>Login to OMPF via BUPERS Online (BOL) at <a href="https://www.bol.navy.mil">https://www.bol.navy.mil</a> using CAC and CAC-enabled computer.</li> <li>When asked to verify PKI, choose the DoD Authentication certificate, not the email certificate.</li> </ul>
2.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> <li>The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF.</li> <li>The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant.</li> <li>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.</li> </ul>
3.	NSIPS/ESR	<ul style="list-style-type: none"> <li>Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve.</li> <li>The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information.</li> <li>Login to NSIPS and ESR at <a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a> using CAC and CAC-enabled computer.</li> <li>When asked to verify your PKI, choose the DoD Authentication certificate, not the email certificate.</li> </ul>
4.	DJMS MMPA	<ul style="list-style-type: none"> <li>The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a database 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.</li> <li>MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing.</li> <li>Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at <a href="https://miap.csd.disa.mil/portal.html">https://miap.csd.disa.mil/portal.html</a> using CAC and CAC-enabled computer.</li> </ul>
5.	DWOWS	<ul style="list-style-type: none"> <li>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.</li> </ul>
6.	Enterprise Customer Relations Management (eCRM)	<ul style="list-style-type: none"> <li>The eCRM console enables designated command personnel to 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.</li> <li>The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems.</li> <li>Login to eCRM at <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a> using CAC and CAC-enabled computer.</li> </ul>

## References:



#	Doc ID	Title
1	<a href="#">Uniform Code of Military Justice</a>	Subchapter III – Non-Judicial Punishment Sec. 815. Art. 15. Commanding Officer’s Non-Judicial Punishment
	<a href="#">Uniform Code of Military Justice</a>	Subchapter X – Punitive Articles
	<a href="#">Manual for Courts-Martial (MCM)</a>	Manual for Courts-Martial United States (Current Edition)
2	<a href="#">JAGINST 5800.7 (Series)</a>	Manual of the Judge Advocate General (JAGMAN)
3	<a href="#">U.S. Navy Regulations</a>	U.S. Navy Regulations 1990
4	<a href="#">SECNAVINST 1650.1 (Series)</a>	Navy and Marine Corps Awards Manual
5	<a href="#">DoD FMR Vol. 7A Chapter 49</a>	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 49: Non-Judicial Punishment
6	<a href="#">Department of the Navy Memo dated 30 June 20</a>	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
7	<a href="#">MPM 1070-080</a>	Enlisted Official Military Personnel File (OMPF)
	<a href="#">MPM 1070-310</a>	NAVPERS 1070-607, Court Memorandum
	<a href="#">MPM1070-360</a>	NAVPERS 1070/887, Sex Offense Accountability Record
	<a href="#">MPM 1430-020</a>	Advancement after Reduction in Rate
	<a href="#">MPM 1450-010</a>	Reduction in Rate
	<a href="#">MPM 1611-010</a>	Officer Performance
	<a href="#">MPM 1616-040</a>	Enlisted Performance (E-6/7/8/9)
	<a href="#">MPM 1626-020</a>	Enlisted Service Record Entries After Non-Judicial Punishment (NJP)
8	<a href="#">MPM 5812-010</a>	Setting Aside Nonjudicial Punishments (NJP)
	<a href="#">NPPSCINST 5220.2 (Series)</a>	Standard Management Reports
	<a href="#">NPPSCINST 7220.7 (Series)</a>	Separation of Duties Affecting Military Pay
9	<a href="#">NPPSCINST 5220.2 (Series)</a>	Retention of Disbursing Office Records
	<a href="#">NAVADMIN 66/16</a>	Navy Audit Document Retention Guidance
10	<a href="#">MPA 12/13</a>	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
	<a href="#">MPA 49/15</a>	New ADS Access Request Procedures and Recert Requirements for Personnel Assigned to Pay UICs
	<a href="#">MPA 05/23</a>	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes

## Online Resources:

 **BACK**

#	Website Sponsor	Title and Link
1.	MyNavy HR	Electronic Service Record (ESR)
		<a href="https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/">https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/</a>
2.	MyNavy HR	Official Military Personnel File (OMPF) My Record
		<a href="https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/">https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/</a>
3.	MyNavy HR	CPPA Resources
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/</a>
4.	NSIPS	NSIPS
		<a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a>

## 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
		<a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
2.	DJMS Navy Procedures Training Guide (PTG): Part 7	Deductions and Collections Chapter 5: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP)
		<a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
3.	DJMS Navy Procedures Training Guide (PTG): Part 9	Pay Product Delivery Chapter 10: Submitting Documentation via DWOWS
		<a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>



## Help Desks:

**← BACK**

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> <li>· NSIPS Help Desk Phone: 1-833-NESDNOW (1-833-637-3669) Email: <a href="mailto:nesd@nesd-mail.onbmc.mil">nesd@nesd-mail.onbmc.mil</a> NESD Portal: <a href="https://nesd-dwp.onbmc.mil">https://nesd-dwp.onbmc.mil</a></li> <li>· MyNavy Career Center (MNCC) 1-833-330-6622 (MNCC) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>
2.	OMPF	<ul style="list-style-type: none"> <li>· MyNavy Career Center (MNCC) 1-833-330-6622 (MNCC) <a href="mailto:askmncc@navy.mil">askmncc@navy.mil</a></li> </ul>
3.	eCRM	<ul style="list-style-type: none"> <li>· eCRM Help Desk <a href="https://navynpc.my.salesforce.mil/">https://navynpc.my.salesforce.mil/</a></li> <li>· eCRM Exception to Policy Help Desk <a href="mailto:ecrmetp@us.navy.mil">ecrmetp@us.navy.mil</a></li> </ul>

## Forms:

#	Form #	Title
1.	NAVPERS 1626/7	Report and Disposition of Offense(s) <a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPER/S/">https://www.mynavyhr.navy.mil/References/Forms/NAVPER/S/</a>

**COMMAND LEADERSHIP START**

◀ **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>COMMAND LEADERSHIP</b>	1	Process set-aside or suspended vacation actions from prior NJP.	Process set-aside or suspended vacation actions from prior NJP.  <b>Note: For the purposes of this SOP CPPA may include Dept/Div Admin/Legal representatives who liaise directly with the ship's Personnel Office/TSC for legal matters.</b>
	1.1	Does command intend to set aside a previous NJP	Does command intend to set aside previous NJP?  If Yes, <a href="#">go to 1.2</a> If No, go to 1.6  Refer to <a href="#">JAGMAN Chapter I</a> and MPM 5812-010 Setting Aside Nonjudicial Punishment (NJP), as applicable.  <a href="#">MPM 5812-010</a> applies to both officer and enlisted personnel.  Per <ul style="list-style-type: none"> <li>· <a href="#">Uniform Code of Military Justice (UCMJ), Subchapter III – Non-Judicial Punishment Sec. 815. Art. 15. Commanding Officer's Non-Judicial Punishment</a></li> <li>· <a href="#">Manual for Courts-Martial (MCM), Part V</a></li> <li>· <a href="#">JAGINST 5800.7 (Series), Manual of the Judge Advocate General (JAGMAN) Chapter I</a></li> </ul> the nonjudicial punishment (NJP) authority who imposed punishment, the commander who imposed NJP, a successor in command, or the next superior authority may set aside punishment in whole or in part.  This action should ordinarily be exercised only when the authority believes that, under all circumstances, the punishment resulted in a clear injustice. The power to set aside an executed punishment should ordinarily be exercised only within a reasonable time after the punishment has been executed, which in the absence of unusual circumstances, four months is a reasonable time.
	1.3	Review and sign LON	NJP set aside authority reviews and signs LON.
	1.6	Did command vacate a previous suspended NJP?	Did command vacate a previous suspended NJP?  Note: When vacation of a suspended sentence and an NJP occur on the same day, a separate <a href="#">NAVPERS 1070/607</a> is required for each event and must be transmitted separately. If applicable, vacate suspension action first, then complete a new <a href="#">NAVPERS 1626/7</a> and <a href="#">NAVPERS 1070/607</a> for the NJP (as applicable).  If Yes, <a href="#">go to 1.7</a> If No, <a href="#">go to 2</a>

[CONTINUE TO NEXT PAGE](#)

COMMAND LEADERSHIP CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p><b>COMMAND LEADERSHIP</b></p>	<p>2</p>	<p>Coordinate NJP investigation, prepare documentation and conduct notifications</p>	<p>Coordinate NJP investigation, prepare documentation and conduct notifications.</p> <p>Non-Judicial Punishment (NJP) is known by different terms among the services, such as "Article 15," "Office Hours," or "Captain's Mast," but the purpose of NJP is to discipline Service Members for minor offenses such as reporting late for duty, petty theft, destroying government property, sleeping on watch, providing false information, and disobeying standing orders.</p> <p>Proceedings under Article 15, UCMJ, generally referred to as "Captain's Mast", is not a court-martial nor considered a criminal conviction by either military or civilian authorities. NJP rights are separate from those available at courts-martial and found in the <a href="#">Manual of the Judge Advocate General (JAGMAN)</a>.</p> <p>Determining if an offense is "minor" is a matter of discretion for the commander imposing punishment, but the imposition of punishment for an offense other than a minor offense does not rule out a court-martial for the same offense.</p> <p>Although the actual punishments under an NJP offense are limited to confinement on diminished rations, restriction to certain specified limits, arrest in quarters, correctional custody, extra duties, forfeiture of pay, detention of pay and reduction in grade. The extent of these punishments depends on the grade of the officer imposing punishment, the grade of the accused, and whether the accused is attached to or embarked on a vessel.</p>
	<p>2.6</p>	<p>Was NJP recommended</p>	<p>Was NJP recommended?</p> <p>If Yes, <a href="#">go to 2.7</a> If No, go to Stop</p> <p>Note: Commanders are authorized and expected to use administrative corrective measures to further the efficiency of their commands or units. These measures are not to be imposed as punishment for any military offense(s). They may be administered either orally or in writing. They generally fall into three areas: extra military instruction, administrative withholding of privileges, and nonpunitive censure.</p>

**COMMAND LEADERSHIP CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>COMMAND LEADERSHIP</b>	3	Conduct Non-Judicial Punishment Proceedings	Conduct Non-Judicial Punishment Proceedings. Refer to <a href="#">JAGMAN Nonjudicial Punishment Guide</a> and <a href="#">NAVPERS 1626/7</a> (Script).
	3.3	Determine disposition of accused	<p>Commanding Officer determines disposition of accused.</p> <p>Note: If the accused does not accept nonjudicial punishment, the matter should be submitted to the Commanding Officer for disposition.</p> <p>Go to Stop (Courts-Martial)</p>
	3.7	Conduct NJP proceedings	<p>Chain of Command conducts NJP proceedings.</p> <p>Refer to <a href="#">JAGMAN Appendix A-1-f</a>.</p> <p>Service members are afforded the right to a personal appearance before the nonjudicial punishment authority. Appendix A-1-f is a guide for a personal hearing at captain's mast or office hours.</p> <p>An accused has the right to a personal appearance before the officer imposing punishment. During this appearance, the accused has the right against self-incrimination, the right to be accompanied by a spokesperson, the right to be informed of the evidence against him or her, the right to examine the evidence against him or her, the right to present matters on his or her own behalf, and to have the proceedings open to the public.</p> <p>An accused may waive a personal appearance, if agreeable to the officer imposing punishment, and submit written matters for consideration by the imposition authority.</p>

**STOP**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Process set-aside or suspended vacation actions from prior NJP.	Process set-aside or suspended vacation actions from prior NJP.  <b>Note: For the purposes of this SOP CPPA may include Dept/Div Admin/Legal representatives who liaise directly with the ship's Personnel Office/TSC for legal matters.</b>
	1.2	Prepare Letter of Notification (LON)	CPPA prepares Letter of Notification for NJP authority signature.  Refer to <a href="#">MPM 5812-010 paragraph 4</a> for LON example.  To set aside NJP punishment (in whole or in part), the NJP set aside authority shall prepare and personally sign (not “by direction”) a letter of notification (LON) in the format shown in <a href="#">MPM 5812-010</a> . If a set aside is directed by a command other than the command that imposed the NJP, the submitting NJP set aside authority shall send an information copy to the command that initially imposed punishment.
	1.4	Forward LON to BUPERS, Office of Legal Counsel (BUPERS-00J)	CPPA forwards LON to BUPERS, Office of Legal Counsel (BUPERS-00J), as required.  The LON is sent via mail or e-mail to Bureau of Naval Personnel (BUPERS), Office of Legal Counsel (BUPERS-00J), copying the first flag officer in the NJP set aside authority’s chain of command. If the NJP set aside authority is a flag officer, this requirement is waived.
	1.5	Receive response from BUPERS, Office of Legal Counsel (BUPERS-00J)	<p>CPPA receives response from BUPERS, Office of Legal Counsel (BUPERS-00J).</p> <p>After confirming an appropriate authority set aside the punishment, if the entire NJP punishment was set aside, BUPERS-00J will direct NAVPERSCOM (PERS-832) for enlisted and NAVPERSCOM (PERS-834) for officers to expunge all references to the NJP contained within internal databases.</p> <p>NAVPERSCOM (PERS-832) and NAVPERSCOM (PERS-834) will subsequently direct NAVPERSCOM, Records Management Policy Section (PERS-313) to expunge all documents pertaining to the NJP that have been set aside from the Sailor’s official military personnel file.</p> <p>The NJP set aside authority will ensure all local records are purged of any notations of NJP hearing and or punishments awarded which have been set aside, and their residual effects.</p> <p>NAVPERSCOM does not act as approval authority or have capability to correct or adjust pay and allowances. Correction of pay and allowances is to be accomplished by the command personnel office or servicing Transaction Service Center (TSC).</p> <p>Note: Performance evaluation documents and related correspondence may only be removed from the member’s record if a special evaluation was issued as a result of NJP. For periodic or transfer reports, specific references to NJP, trait marks, and promotion recommendations may not be changed by NAVPERSCOM as a result of the set aside action. For records or documents which may not be corrected by set aside action, Service member should be advised to petition the Board for Correction of Naval Records (BCNR) for additional corrective action.</p> <p><a href="#">Go to 1.10</a></p>

**CPPA CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CPPA</b>	1.7	Prepare Vacate Letter	<p>CPPA prepares vacate letter.</p> <p>Refer to <a href="#">JAGMAN Chapter 1</a>.</p> <p>Vacation of suspension. A commander or OIC may only vacate a suspension of punishment if a violation of the conditions of suspension occurs within the period of suspension.</p>
	1.8	Notify Service Member	<p>CPPA notifies Service Member</p> <p>Before vacating a suspension, a commander or OIC ordinarily shall notify the service member and give that member the opportunity to respond. Although a hearing is not required to vacate a suspension, the service member should, unless impracticable, be given an opportunity to appear before the officer authorized to vacate suspension of the punishment to present any matters in defense, extenuation, or mitigation of the violations on which the vacation action is to be based. The order vacating a suspension must be issued within ten working days of the commencement of the vacation proceedings. The decision to vacate suspension of nonjudicial punishment is not appealable under <a href="#">paragraph 7 of Part V, MCM</a>, but is a proper subject of an Article 138, UCMJ, complaint. Refer to <a href="#">Chapter III of the JAGMAN</a>.</p> <p>If the reason for vacation involves additional misconduct punishable under the UCMJ, Article 31(b) rights should be read to the accused before the commander asks if the accused wishes to make a statement on his own behalf at the vacation hearing.</p>
	1.9	Does the vacation of suspended punishment involve additional misconduct	<p>Does the vacation of suspended punishment involve additional misconduct?</p> <p>If No, <a href="#">go to 1.10</a></p> <p>If Yes, <a href="#">go to 2</a></p> <p>Note: When vacation of a suspended sentence and an NJP occur on the same day, a separate <a href="#">NAVPERS 1070/607</a> is required for each event and must be transmitted separately. If applicable, vacate suspension action first, then complete a new <a href="#">NAVPERS 1626/7</a> and NAVPERS 1070/607 for the NJP (as applicable).</p> <p>A <a href="#">NAVPERS 1070/606</a> (Unauthorized Absence) entry may also be required.</p>

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.10	Submit NJP supporting documentation to servicing TSC via eCRM, as applicable.	<p>CPPA submits NJP supporting documentation to servicing TSC via eCRM, as applicable.</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><a href="https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a>.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> <li>· Last Name, then space</li> <li>· First Name, then space</li> <li>· Name of Entitlement</li> <li>· Example: Last name First name NJP Set Aside</li> </ul> <p>eCRM case to support processing of NJP should include the following documents, as applicable:</p> <ul style="list-style-type: none"> <li>· Set Aside LON</li> <li>· BUPERS, Office of Legal Counsel (BUPERS-00J) Response</li> <li>· Vacate Letter</li> <li>· <a href="#">NAVPERS 1626/7</a>, original version, if required</li> </ul> <p><a href="#">Go to Step 4.</a></p>
	2	Coordinate NJP investigation, prepare documentation and conduct notifications	<p>Coordinate NJP investigation, prepare documentation and conduct notifications.</p> <p>Non-Judicial Punishment (NJP) is known by different terms among the services, such as "Article 15," "Office Hours," or "Captain's Mast," but the purpose of NJP is to discipline Service Members for minor offenses such as reporting late for duty, petty theft, destroying government property, sleeping on watch, providing false information, and disobeying standing orders.</p> <p>Proceedings under Article 15, UCMJ, generally referred to as "Captain's Mast", is not a court-martial nor considered a criminal conviction by either military or civilian authorities. NJP rights are separate from those available at courts-martial and found in the <a href="#">Manual of the Judge Advocate General (JAGMAN)</a>.</p> <p>Determining if an offense is "minor" is a matter of discretion for the commander imposing punishment, but the imposition of punishment for an offense other than a minor offense does not rule out a court-martial for the same offense.</p> <p>Although the actual punishments under an NJP offense are limited to confinement on diminished rations, restriction to certain specified limits, arrest in quarters, correctional custody, extra duties, forfeiture of pay, detention of pay and reduction in grade. The extent of these punishments depends on the grade of the officer imposing punishment, the grade of the accused, and whether the accused is attached to or embarked on a vessel.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CPPA</b>	2.1	Receive a report chit detailing the alleged offense	CPPA receives a report chit from the Service Member's Chain of Command detailing the alleged offense.
	2.2	Coordinate disciplinary investigation	CPPA coordinates disciplinary investigation.  Ensure Command Investigating Officer is assigned and conducts Preliminary Investigation in accordance with governing references and local command procedures. <ul style="list-style-type: none"> <li>· <a href="#">Uniform Code of Military Justice (UCMJ), Subchapter III – Non-Judicial Punishment Sec. 815. Art. 15. Commanding Officer's Non-Judicial Punishment</a></li> <li>· <a href="#">Uniform Code of Military Justice (UCMJ), Subchapter X – Punitive Articles</a></li> <li>· <a href="#">JAGINST 5800.7 (Series), Manual of the Judge Advocate General (JAGMAN) Chapter I</a></li> </ul>
	2.3	Access/Obtain Electronic Service Record/LES/LOPG data	CPPA accesses/obtains Electronic Service Record/LES/LOPG data.  This information will be used to populate the "Information Concerning Accused" section of the <a href="#">NAVPERS 1626/7</a> , Report and Disposition of Offense(s).  Note: CPPA coordinates with servicing TSC to obtain NSIPS ESR and MMPA data, if required.  Refer to <a href="#">MPA 30/15</a> Master Military Pay Account (MMPA) Request Procedures for Personnel Assigned to Non-Pay UIC Commands to Request MMPA Access through AMPS.  Personnel must access the AMPS website at <a href="https://amps.dla.mil/oim">https://amps.dla.mil/oim</a> and select the first-time user link to create an AMPS User Account. User Guides are available on the AMPS Web Page to provide instructions on How To Register For An Amps Account and How To Submit A Role Request As An External User.
	2.4	Prepare Disciplinary Review Memo and forward to Chain of Command	CPPA prepares Disciplinary Review Memo and forwards to Chain of Command for comments and recommendations.
	2.5	Receive completed Disciplinary Review Memo	CPPA receives completed Disciplinary Review Memo with Chain of Command comments and recommendations.



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.7	Prepare NJP package	<p>CPPA prepares NJP package.</p> <p>Refer to:</p> <ul style="list-style-type: none"> <li>· <a href="#">Uniform Code of Military Justice (UCMJ), Subchapter III – Non-Judicial Punishment Sec. 815. Art. 15. Commanding Officer’s Non-Judicial Punishment</a></li> <li>· <a href="#">Uniform Code of Military Justice (UCMJ), Subchapter X – Punitive Articles</a></li> <li>· <a href="#">JAGINST 5800.7 (Series), Manual of the Judge Advocate General (JAGMAN) Chapter I</a></li> </ul>
	2.8	Schedule DRB, XOI and NJP	CPPA schedules DRB, XOI and NJP.
	2.9	Inform Chain of Command/Witnesses of DRB, XOI and NJP	CPPA informs chain of command/witnesses of DRB, XOI and NJP both via e-mail and verbally.
	3	Conduct Non-Judicial Punishment Proceedings	<p>Conduct Non-Judicial Punishment Proceedings.</p> <p>Refer to <a href="#">JAGMAN Nonjudicial Punishment Guide</a> and NAVPERS 1626/7 (Script).</p>
	3.1	Review Report Chit, NJP Rights, Evidence and Procedures Memo with Accused	<p>CPPA reviews Report Chit, NJP Rights, Evidence and Procedures Memo with Accused.</p> <p>Refer to <a href="#">NAVPERS 1626/7</a> Report and Disposition of Offense(s).</p> <p>Prior to the imposition of NJP, an accused is entitled to notification: that the imposition of NJP is being considered;</p> <ul style="list-style-type: none"> <li>· a description of the alleged offenses;</li> <li>· a summary of the evidence upon which the allegations are based;</li> <li>· notification that the accused has the right to refuse the imposition of punishment;</li> <li>· and any rights the accused has if NJP is accepted.</li> </ul> <p>Refer to <a href="#">JAGMAN Chapter 1</a> for appropriate notification and election of rights.</p> <p><b>Accused attached to or embarked in a vessel. Appendix A-1-b is the Accused's Notification of Rights for use only in circumstances when an accused is attached to or embarked in a vessel.</b> The record of nonjudicial punishment can be used in aggravation in the event of a later court-martial conviction for other offenses.</p> <p>Accused not attached to or embarked in a vessel; record cannot be used in aggravation. Article 15, <a href="#">UCMJ</a>, and <a href="#">Part V, MCM</a>, afford no right to consultation with a lawyer prior to imposition of nonjudicial punishment. However, when the accused is not afforded the opportunity to consult a lawyer prior to imposition of nonjudicial punishment, the record of nonjudicial punishment may not be used in aggravation at a later court-martial for other offenses. The only exception to this rule is where a lawyer serves as personal representative at the Article 15, UCMJ, hearing. <a href="#">Appendix A-1-c</a> pertains.</p> <p><b>Accused not attached to or embarked in a vessel; record may be used in aggravation at a later court-martial.</b> When the accused is afforded the opportunity to consult a lawyer prior to imposition of nonjudicial punishment, the record of nonjudicial punishment may be used in aggravation at a later court-martial for other offenses. <b>Appendix A-1-d</b> pertains.</p>

**CPPA CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CPPA</b>	3.1.3	Complete review of Report Chit, NJP Rights, Evidence and Procedures Memo with Accused	<p>CPPA completes review of Report Chit, NJP Rights, Evidence and Procedures Memo with Accused.</p> <p>CPPA and Service Member complete review and elections of Captain's Mast Accused's Notification and Election of Rights.</p>
	3.2	Does Service Member refuse nonjudicial punishment	<p>Does Service Member refuse nonjudicial punishment?                      Except for individuals attached to or embarked on a vessel, Service Members have the right to refuse the imposition of NJP. However, refusal of NJP will normally not result in the dismissal of charges. A Commanding Officer can still refer the charges to courts-martial.</p> <p>If Yes, <a href="#">go to 3.3</a>                      If No, go to 3.4</p>
	3.4	Forward NJP Package to CMC for DRB	CPPA forwards NJP Package to CMC for DRB.
	3.5	Forward NJP Package and brief XO for XO	CPPA forwards NJP Package and brief XO for XO.
	3.6	Forward NJP Package and brief CO for NJP	CPPA forwards NJP Package and brief CO for NJP.
	3.8	Did NJP proceeding result in a Dismissal or a Dismissal with a Warning	<p>Did NJP proceeding result in a Dismissal or a Dismissal with a Warning?</p> <p>If NJP Proceeding is dismissed or dismissed with warning, no service record entries are required or authorized.</p> <p>If Yes, go to Stop                      If No, <a href="#">go to 3.9</a></p>

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	3.9	Complete post-mast documentation and review with Service Member	<p>CPPA completes post-mast documentation and reviews with Service Member.</p> <p>Complete <a href="#">NAVPERS 1626/7</a> and review with Service Member.</p> <p>Except as provided in <a href="#">MILPERSMAN 1070-080</a>, personnel must be given notice of, and an opportunity to respond to, all adverse matters which are being forwarded to NAVPERSCOM for inclusion in their official record. The member's intention not to make a statement shall be indicated in writing or by the expiration of a stated period of time within which the member, after having been so advised, was afforded such an opportunity and failed to submit a statement. Any doubt as to whether a particular matter is adverse will be resolved in favor of the member by referring it to the member.</p> <p>Direct the member's attention to <a href="#">US Navy Regulations, 1990, Article 1122</a> for guidelines regarding submission of a statement.</p>
	3.10	Complete <a href="#">NAVPERS 1626/7</a>	CPPA completes NAVPERS 1626/7 to document NJP, as applicable.
	3.10.1	Review NAVPERS 1626/7 with the Service Member	<p>CPPA reviews NAVPERS 1626/7 with the Service Member.</p> <p>Note: CPPA may not be witness signature on NAVPERS 1626/7 and/or appeal rights acknowledgement.</p>
	3.10.2	Review and sign NAVPERS 1626/7	<p>Service Member signs NAVPERS 1626/7.</p> <p>Witness/AO sign NAVPERS 1626/7.</p> <p>Note: CPPA may not be witness signature on NAVPERS 1626/7 and/or appeal rights acknowledgement.</p>
	3.11	Inform Service Member of appeal rights	<p>CPPA informs Service Member of appeal rights.</p> <p>Refer to <a href="#">JAGMAN</a> for sample appeal rights acknowledgement, if required.</p> <p><b>Advice after imposition of nonjudicial punishment.</b> The officer who imposes punishment under Article 15, UCMJ, shall again ensure that the offender is fully informed of his right to appeal. Appendix A-1-g is an Accused's Acknowledgment of Appeal Rights that should be signed and witnessed if punishment is imposed.</p> <p>Service Member reviews and signs appeal rights acknowledgement.</p> <p>Witness/AO signs appeal rights acknowledgement.</p> <p>Note: CPPA may not be witness signature on appeal rights acknowledgement</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	3.12	Does Service Member appeal NJP	Does Service Member appeal NJP? If Yes, <a href="#">go to 3.12.1</a> If No, go to 3.13
	3.12.2	Forward Appeal	Command forwards appeal.  The appeal shall be forwarded via the chain-of-command to the superior authority to whom the appeal is made. The superior authority to whom the appeal is made may direct additional inquiry or investigation into matters raised by the appeal if such action is deemed necessary in the interests of justice.
	3.12.3	Refer to <a href="#">JAGMAN</a> for Command Actions following submission of appeal	CPPA refers to JAGMAN for Command Actions following submission of appeal.
	3.12.4	Report Appeal results to TSC	CPPA reports results of Appeal to TSC. If appeal is denied, no further action will be required.  If appeal is upheld, CPPA reports to TSC and submits documentation to support the processing of an additional <a href="#">NAVPERS 1070/607</a> .  <b>Note: Higher Authority Suspends, Remits, Disallows, or Otherwise Modifies:</b> If a pay action was previously reported on a NAVPERS 1070/607 and that action is suspended, remitted, disallowed, or otherwise modified by supervisory or reviewing authority, an additional NAVPERS 1070/607 is required to report modification of the NAVPERS 1070/607. <b>Do not report actions from the initial NAVPERS 1070/607 that are not modified.</b>
	3.13	Prepare POD/ POW entry e-mail and forward to Command ADMIN	CPPA prepares POD/POW entry e-mail and forwards to Command ADMIN.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	3.14	Prepare Unit Punishment Book (UPB) form and file in UPB with Report Chit and NJP Rights	<p>Prepare Unit Punishment Book (UPB) form and file in UPB with Report Chit and NJP Rights.</p> <p>Legal or Personnel Office will indicate completion of the NJP by dating and initialing the appropriate section of the <a href="#">NAVPERS 1626/7.</a></p>
	3.15	Submit NJP supporting documentation to servicing TSC via eCRM, as applicable.	<p>CPPA submits NJP supporting documentation to servicing TSC via eCRM, as applicable.</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><a href="https://flankspeed.sharepoint-mil.us.mcas.gov/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us.mcas.gov/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a></p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> <li>· Last Name, then space</li> <li>· First Name, then space</li> <li>· Name of Entitlement</li> <li>· Example: Last name First name NJP</li> </ul> <p>eCRM case to support processing of NJP should include the following documents, as applicable:</p> <ul style="list-style-type: none"> <li>· Vacate Letter</li> <li>· Set Aside/Mitigation Letter</li> <li>· Appeal Letter Response</li> <li>· NAVPERS 1626/7, Report of Disposition of Offense</li> </ul>

**SERVICE MEMBER START**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SERVICE MEMBER</b>	1	Process set-aside or suspended vacation actions from prior NJP.	<p>Process set-aside or suspended vacation actions from prior NJP.</p> <p><b>Note: For the purposes of this SOP CPPA may include Dept/Div Admin/Legal representatives who liaise directly with the ship's Personnel Office/TSC for legal matters.</b></p>
	2	Coordinate NJP investigation, prepare documentation and conduct notifications	<p>Coordinate NJP investigation, prepare documentation and conduct notifications.</p> <p>Non-Judicial Punishment (NJP) is known by different terms among the services, such as "Article 15," "Office Hours," or "Captain's Mast," but the purpose of NJP is to discipline Service Members for minor offenses such as reporting late for duty, petty theft, destroying government property, sleeping on watch, providing false information, and disobeying standing orders.</p> <p>Proceedings under Article 15, UCMJ, generally referred to as "Captain's Mast", is not a court-martial nor considered a criminal conviction by either military or civilian authorities. NJP rights are separate from those available at courts-martial and found in the <a href="#">Manual of the Judge Advocate General (JAGMAN)</a>.</p> <p>Determining if an offense is "minor" is a matter of discretion for the commander imposing punishment, but the imposition of punishment for an offense other than a minor offense does not rule out a court-martial for the same offense.</p> <p>Although the actual punishments under an NJP offense are limited to confinement on diminished rations, restriction to certain specified limits, arrest in quarters, correctional custody, extra duties, forfeiture of pay, detention of pay and reduction in grade. The extent of these punishments depends on the grade of the officer imposing punishment, the grade of the accused, and whether the accused is attached to or embarked on a vessel.</p>
	3	Conduct Non-Judicial Punishment Proceedings	<p>Conduct Non-Judicial Punishment Proceedings.</p> <p>Refer to JAGMAN Nonjudicial Punishment Guide and <a href="#">NAVPERS 1626/7</a> (Script).</p>

[CONTINUE TO NEXT PAGE](#)

**SERVICE MEMBER CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SERVICE MEMBER</b>	3.1.1	Is Service Member offered opportunity and does Service Member elect to confer with a legal counsel	<p>Is Service Member offered opportunity and does Service Member elect to confer with a legal counsel?</p> <p>If the accused states that he desires to obtain advice of rights from a lawyer before deciding whether to demand trial by court-martial in lieu of nonjudicial punishment, Appendix A-1-d shall so indicate, but the remainder of the form shall not be completed until the accused has been given a reasonable opportunity to obtain this advice of rights.</p> <p>If Yes, go to 3.1.2 If No, <a href="#">go to 3.1.3</a></p>
	3.1.2	Confer with legal counsel	Service Member confers with legal counsel.
	3.10.2	Review and sign <a href="#">NAVPERS 1626/7</a>	<p>Service Member signs NAVPERS 1626/7.</p> <p>Witness/AO sign NAVPERS 1626/7.</p> <p>Note: CPPA may not be witness signature on NAVPERS 1626/7 and/or appeal rights acknowledgement.</p>
	3.12.1	Submit Appeal	<p>Service Member submits appeal.</p> <p>Appeal must be submitted within a reasonable time. Five working days, excluding weekends and holidays, after the punishment is imposed is normally considered a reasonable time, in the absence of unusual circumstances. Any appeal submitted thereafter may be rejected as not timely. If there are unusual circumstances, which the Service Member believes will make it extremely difficult or not practical to submit an appeal within the five working days, the Service Member should immediately advise the officer imposing punishment of such circumstances and request an appropriate extension of time in which to file my appeal.</p> <p>The appeal must be in writing. There are only two grounds for appeal; that is:</p> <ul style="list-style-type: none"> <li>· the punishment was unjust, or</li> <li>· the punishment was disproportionate to the offense(s) for which it was imposed.</li> </ul>

**STOP**

**CLERK START**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	4	Receive, dispatch, and review NJP documentation	Receive, dispatch, and review NJP documentation.
	4.3	Receive and access eCRM case	Clerk receives and accesses eCRM case.  eCRM case to support processing of NJP should include the following documents, as applicable: <ul style="list-style-type: none"> <li>· Vacate Letter</li> <li>· Set Aside/Mitigation Letter</li> <li>· Appeal Letter Response</li> <li>· <a href="#">NAVPERS 1626/7</a>, Report of Disposition of Offense</li> </ul>
	4.4	Review and verify documentation, as applicable.	Clerk reviews and verifies completed NAVPERS 1626/7 and supporting documentation, e.g., vacate letter, as applicable.  Clerk verifies that the NAVPERS 1626/7 is complete and accurate and that there is no ambiguity wrt the punishment imposed, to include forfeitures, fines, reduction in rate, and any associated suspended actions.
	4.5	Verify Service Member's pay and personnel accounts	Clerk verifies Service Member's pay and personnel accounts.  Log into MMPA JJAA. Select FID MD, Mil Pers Grade Need to verify Service Member is not Frocked (Can only be RIR from actual Rate/Rank, Rank/Rate for which Service Member is being paid  Select FID DF, Monetary Punishment Per <a href="#">DODFMR Vol 7A, Chapter 49</a> , FOP cannot run concurrently, therefore, if a DF is already open in MMPA, the future FOP can only be processed when the current DF is closed.
	4.6	Is NJP documentation complete, accurate and unambiguous?	Is NJP documentation complete, accurate and unambiguous?  If No, <a href="#">go to 4.7.</a> If Yes, <a href="#">go to 4.8.</a>

[CONTINUE TO NEXT PAGE](#)



**CLERK CONTINUED**

**← BACK**

<b>ROLE</b>	<b>STEP #</b>	<b>FLOW TEXT</b>	<b>ADDITIONAL TEXT</b>
<b>CLERK</b>	4.7	Coordinate with CPPA to complete NJP documentation	Clerk coordinates with CPPA to complete NJP documentation. <a href="#">Go to Step 4.6.</a>
	4.8	Does NJP require a <a href="#">NAVPERS 1070/607</a> entry	Does NJP require a NAVPERS 1070/607 entry?  Refer to <a href="#">MPM 1626-020</a> . If NJP resulted in: <ul style="list-style-type: none"> <li>· Oral reprimand</li> <li>· Written admonishment/reprimand</li> <li>· Restriction</li> <li>· Forfeiture of pay (suspended)</li> <li>· Reduction of rate (suspended)</li> <li>· Extra duty</li> <li>· Conviction by civil authorities</li> </ul> make NAVPERS 1626/7 entry and submit for inclusion in the OMPF. No NAVPERS 1070/607 entry is required.  If Yes, <a href="#">go to 5</a> If No, go to 4.9
	4.9	Forward <a href="#">NAVPERS 1626/7</a> to supervisor/lead for review and verification	Clerk forwards NAVPERS 1626/7 documenting NJP to supervisor/lead for review and verification.  Forward any applicable supporting documentation submitted by the CPPA for supervisor to use in cross-checking accuracy of information on the NAVPERS 1626/7.  Per <a href="#">MILPERSMAN 1070-080</a> , documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.

[CONTINUE TO NEXT PAGE](#)

**CLERK CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>CLERK</b>	4.10	Submit <a href="#">NAVPERS 1626/7</a> to Service Member's OMPF	<p>Clerk submits NAVPERS 1626/7 to Service Member's OMPF IAW approved procedures.</p> <p>Submit NAVPERS 1626/7 to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p> <p>Per <a href="#">MILPERSMAN 1070-080</a>, documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.</p> <p><a href="#">Go to 6</a></p>
	5	Create and Approve <a href="#">NAVPERS 1070/607</a>	Create and Approve (Release/Verify) NAVPERS 1070/607.
	5.1	Was eCRM case a Set Aside of previously imposed punishment?	<p>Was eCRM case a Set Aside of previously imposed punishment?</p> <p>In the event of an NJP Set Aside, it is the Customer Command responsibility to contact their local TSC to correct member's rate, allowance, and restart eligibility for their Good Contact Medal Active (GCMA).</p> <p>If Yes, go to 5.2 (Update Court Memo) If No, <a href="#">go to 5.9</a> (Court Memo Create)</p>
	5.2	Create Update Court Memo (NAVPERS 1070/607) in NSIPS	<p>Clerk creates Update Court Memo (NAVPERS 1070/607) in NSIPS.</p> <p>Login to NSIPS: Legal &gt; Use &gt; Update Court Memo Create &gt; Enter Service Member's Name or SSN.</p>

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.2.1	Complete Court Action tab	<p>Clerk completes Court Action tab.</p> <p>Refer to <a href="#">Navy PTG Part 7 Chapter 5</a>: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Table 7-5-4: Modifying or Correcting NJP or Courts-Martial Actions on NAVPERS 1070/607 (which have previously been reported to BUPERS via NAVPERS 1070/607).</p> <p>In general, the following entries normally apply.</p> <p>Select Court Action tab, if not already open.</p> <p>Enter:</p> <ul style="list-style-type: none"> <li>· UIC – Auto populates</li> <li>· Ship or Station – Auto populates</li> <li>· Report Status – Select Correction (make this selection at the end, before save)</li> <li>· Date of Court/NJP – Enter Date of NJP</li> <li>· Type of Court – Select Non-Judicial Punishment</li> <li>· UCMJ Articles – Enter UCMJ Article</li> <li>· Date of Action – Usually, Enter Date of NJP. See Note 1 below</li> <li>· Previous Rate/Rank – See Notes Below</li> <li>· New Date of Rank – Refer to LOPG to determine prior date of advancement, if required. See Notes below.</li> <li>· Rate Adjustment – See Notes Below, if required</li> <li>· New Time in Rate - Refer to LOPG to determine prior date of advancement, if required. See Notes below.</li> </ul> <p>When Adjust Fine/Forfeiture opens select Forfeiture Amount Status as appropriate, usually NONE if NJP forfeiture is not set aside, or REMIT if some or all of the NJP forfeiture is set aside. See Note 1 below.</p> <p>Select Ok</p> <p>Note 1: Refer to <a href="#">Navy PTG Part 7 Chapter 5</a>: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Table 7-5-4: Modifying or Correcting NJP or Courts-Martial Actions on NAVPERS 1070/607 (which have previously been reported to BUPERS via NAVPERS 1070/607) for appropriate entries based upon rules.</p> <p>Note 2: If a Reduction in Rate (RIR) is set aside, the date of restoration must revert to original date of advancement and time in rate, thereby entitling Service Member to full reimbursement of back pay.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.2.2	Complete Disposition tab	<p>Clerk completes Disposition tab.</p> <p>Refer to <a href="#">Navy PTG Part 7 Chapter 5</a>: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Table 7-5-4: Modifying or Correcting NJP or Courts-Martial Actions on NAVPERS 1070/607 (which have previously been reported to BUPERS via NAVPERS 1070/607).</p> <p>In general, the following entries normally apply. Select Disposition tab. Enter:</p> <ul style="list-style-type: none"> <li>· Authority Type - Select Administrative</li> <li>· Date of Offense – Enter Date the Offense from NAVPERS 1626/7</li> <li>· Authority Review Date - Enter Date of Command Mitigation Letter or BUPERS Letter, if issued.</li> </ul> <p>See Note below.</p> <ul style="list-style-type: none"> <li>· Synopsis – Enter narrative comments from initial NJP, specifically date of NJP, article and punishment, if required</li> <li>· Resume – Enter narrative comments reflecting corrective action (e.g., partial or complete set aside) and cite proper authority (e.g., BUPERS, Office of Legal Counsel (BUPERS-00J) ltr or Command Mitigation letter)</li> </ul> <p>Per Navy PTG Part 7 Chapter 5: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP):</p> <p>1.a. Synopsis of Offense(s), Date(s) and Sentence Adjudged: For NJP enter date of NJP, the offense and punishment awarded.</p> <p>b. Narrative. Although the entries in the Synopsis Block may duplicate previous block entries, they are required to ensure clarity. Narrative remarks should include, but are not to be limited to, language which clarifies when a previously suspended rate reduction or forfeiture is vacated, clarification when awarded punishment results in a number of days punishment, etc., and any other pertinent information which may require clarification within BUPERS.</p> <p>2. Resume. Identify the proper authority and enter a resume of the corrective action (e.g., set-aside or mitigation) of the NJP.</p> <p>Select Approve Select Save Print</p> <p>Note: Command should not issue an LON to NAVPERSCOM for a mitigation.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.4	Did <a href="#">NAVPERS 1070/607</a> post?	<p>Did NAVPERS 1070/607 post?</p> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> <li>· Enter Service Member's SSN</li> <li>· Verify FID DF posted correctly if forfeiture was remitted</li> <li>· Verify FID MD posted correctly if rate reduction was set aside</li> </ul> <p>Also verify transaction posted correctly to the PERS side by checking MMPA LOPG Page 3 to verify rate reduction was reversed, if applicable.</p> <p>If Yes, go to 5.6 If No, go to 5.5</p>
	5.5	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> <li>· Check message status inquiry in NSIPS for error code</li> <li>· Research reason for error in MMPA JJAM verb</li> <li>· If error can be corrected, resubmit transaction through NSIPS</li> <li>· If error cannot be corrected, contact NSIPS Help Desk or submit DWOWS trouble ticket to DFAS as appropriate</li> </ul> <p>Go to 5.4.</p> <p>Note: DFAS may need to be contacted to process reimbursement of previously forfeited pay and allowances (back-pay). TSC Clerk may be required to forward secure e-mail to DFAS-CL to support restoration of back-pay.</p> <p>Subject Line: Set Aside ICO SNM Attachments (Supporting Documentation):</p> <ul style="list-style-type: none"> <li>· NAVPERS 1070/607 (Page 7)</li> <li>· BUPERS, Office of Legal Counsel (BUPERS-00J) Set-Aside ltr or Command Mitigation ltr</li> </ul>
	5.6	Did BUPERS Legal Set Aside Letter direct the expunging of all records related to the NJP?	<p>Did BUPERS Legal Set Aside Letter direct the expunging of all records related to the NJP?</p> <p>If Yes, <a href="#">go to 5.7</a> If No, <a href="#">go to 6</a> (GCMA Restart)</p> <p>The BUPERS letter may direct appropriate PERS codes, e.g., PERS-313, PERS-832, PERS-834, etc., to expunge pertinent permanent records from the Service Member's OMPF.</p> <p>The Personnel Office/TSC may be directed to expunge electronic records of the NAVPERS 1070/607 from NSIPS.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.9	Process <a href="#">NAVPERS 1070/607</a>	Clerk processes NAVPERS 1070/607.
	5.10	Create Court Memo (NAVPERS 1070/607) in NSIPS	Clerk creates Court Memo (NAVPERS 1070/607) in NSIPS. Login to NSIPS: Legal > Use > Court Memo Create > Enter Service Member's Name or SSN.
	5.10.1	Complete Court Action tab	<p>Clerk completes Court Action tab. Refer to <a href="#">Navy PTG Part 7 Chapter 5</a>: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Table 7-5-5: Initial NJP Action on the NAVPERS 1070/607 (refer to applicable paragraphs for vacation of a suspended punishment).</p> <p>In general, the following entries normally apply. Select Court Action tab, if not already open. Enter:</p> <ul style="list-style-type: none"> <li>· UIC – Auto populates</li> <li>· Ship or Station – Auto populates</li> <li>· Report Status – Select Initial</li> <li>· Date of Court/NJP – Enter Date of NJP</li> <li>· Type of Court – Select Non-Judicial Punishment</li> <li>· UCMJ Articles – Enter UCMJ Article</li> <li>· Date of Action – Enter Date of NJP</li> <li>· Previous Rate/Rank – Enter Current Rate</li> <li>· New Date of Rank – Enter Date of NJP, only if RIR is applicable</li> <li>· Rate Adjustment – Enter New Rate, only if RIR is applicable</li> <li>· New Time in Rate – Enter Date of NJP, only if RIR is applicable</li> </ul> <p>When Adjust Fine/Forfeiture opens select Forfeiture Amount Status Dollar Amount or None, as applicable. Enter Monthly Amt in Whole \$ Enter No. of Months (not to exceed 2)</p> <p>Select Ok</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.10.2	Complete Disposition tab	<p>Clerk completes Disposition tab.</p> <p>Refer to <a href="#">Navy PTG Part 7 Chapter 5</a>: Courts-Martial Sentences, Fines and Forfeitures, and Nonjudicial Punishment (NJP) Table 7-5-5: Initial NJP Action on the NAVPERS 1070/607 (refer to applicable paragraphs for vacation of a suspended punishment).</p> <p>In general, the following entries normally apply.</p> <p>Select Disposition tab.</p> <p>Enter:</p> <ul style="list-style-type: none"> <li>· Authority Type - Select Administrative</li> <li>· Date of Offense – Enter Date the Offense from NAVPERS 1626/7</li> <li>· Authority Review Date - Enter Date of NJP</li> <li>· Synopsis - Enter narrative comments from initial NJP, specifically date of NJP, article and punishment</li> </ul> <p>Select Approve Select Save Print</p>
	5.12	Did NAVPERS 1070/607 post?	<p>Did NAVPERS 1070/607 post?</p> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> <li>· Enter Service Member's SSN</li> <li>· Verify FID DF posted correctly if forfeiture was involved</li> <li>· Verify FID MD posted correctly, if RIR was involved</li> </ul> <p>Also verify transaction posted correctly to the PERS side by checking MMPA LOPG Page 3 to verify RIR, if applicable</p> <p>If Yes, <a href="#">go to 5.14</a> If No, <a href="#">go to 5.13</a></p>
	5.13	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> <li>· Check message status inquiry in NSIPS for error code</li> <li>· Research reason for error in MMPA JJAM verb</li> <li>· If error can be corrected, resubmit transaction through NSIPS</li> <li>· If error cannot be corrected, contact NSIPS Help Desk or submit DWOWS trouble ticket to DFAS as appropriate</li> </ul> <p>Go to 5.12</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	5.14	Forward NAVPERS 1626/7 to supervisor/lead for review and verification	<p>Clerk forwards NAVPERS 1626/7 documenting NJP to supervisor/lead for review and verification Forward any applicable supporting documentation submitted by the CPPA for supervisor to use in cross-checking accuracy of information on the NAVPERS 1626/7.</p> <p>Per <a href="#">MILPERSMAN 1070-080</a>, documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.</p>
	5.15	Submit NAVPERS 1626/7 to Service Member's OMPF	<p>Clerk submits NAVPERS 1626/7 to Service Member's OMPF IAW approved procedures.</p> <p>Submit NAVPERS 1626/7 to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the Official Military Personnel File (OMPF).</p> <p>Per MILPERSMAN 1070-080, documents submitted for inclusion in a Service member's OMPF should only contain personal information pertaining to the Service member of record. Unless required by the document's governing directive or otherwise considered essential by the NAVPERSCOM office of primary responsibility, third-party personal information must be redacted (blacked-out) from documents before forwarding to NAVPERSCOM.</p>
	6	Process Good Conduct Award Re-Start Date	Process Good Conduct Award Re-Start Date
	6.1	Process GCMA Re-start Date in NSIPS	<p>Clerk processes GCMA Re-start Date in NSIPS</p> <p>Using printed Page 7 and additional supporting documentation, clerk processes GCMA restart date in NSIPS</p> <p>Login to NSIPS: Personnel Maintenance &gt; Misc &gt; Use &gt; Honors and Awards &gt; Enter Service Member's SSN</p> <p>Modify GCMAE Award, as applicable:</p> <ul style="list-style-type: none"> <li>· Enter applicable justification (CO's NJP Restart, or SECNAVINST 1650.1 (Current Series), if NJP is being set aside), as appropriate.</li> <li>· Enter Eligibility/Start Date (either date following date of offense/date following NJP or day following previous award issue date, if NJP is being set aside). See Note below.</li> </ul> <p>Note: Per <a href="#">SECNAVINST 1650.1 (series)</a>, if the service record contains record of NJP, a new qualifying period shall begin with the date following the date of the offense. If the date of the offense cannot be determined, the new qualifying period shall begin with the date following the NJP.</p> <p>Save</p>



**CLERK CONTINUED**

**← BACK**

<b>ROLE</b>	<b>STEP #</b>	<b>FLOW TEXT</b>	<b>ADDITIONAL TEXT</b>
<b>CLERK</b>	6.2	Forward GCMAE Restart and supporting documentation to supervisor for review and verification.	Clerk forwards GCMAE Restart and supporting documentation to supervisor for review and verification.
	6.3	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".
	6.5	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> <p>eCRM case to support processing of NJP should include the following documents, as applicable:</p> <ul style="list-style-type: none"> <li>· Vacate Letter</li> <li>· Set Aside/Mitigation Letter</li> <li>· Appeal Letter</li> <li>· BUPERS, Office of Legal Counsel (BUPERS-00J) Response</li> <li>· <a href="#">NAVPERS 1626/7</a>, Report of Disposition of Offense</li> <li>· <a href="#">NAVPERS 1070/607</a> (Page 7) if applicable</li> </ul>

**STOP**

**SUPERVISOR START**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	4	Receive, dispatch, and review NJP documentation	Receive, dispatch, and review NJP documentation.
	4.1	Receive eCRM case from customer command	<p>eCRM administrator/ 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><a href="https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx">https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</a></p>
	4.2	Dispatch eCRM case to clerk	<p>eCRM administrator/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>
	5	Create and Approve NAVPERS 1070/607	Create and Approve (Release/Verify) <a href="#">NAVPERS 1070/607</a> .

[CONTINUE TO NEXT PAGE](#)

**SUPERVISOR CONTINUED**



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center"><b>SUPERVISOR</b></p>	<p align="center">5.3</p>	<p align="center">Review and release NAVPERS 1070/607</p>	<p>Supervisor reviews and releases NAVPERS 1070/607.</p> <p>Login to NSIPS: Legal &gt; Use &gt; Update Court Memo Pending &gt; Enter Service Member's Name or SSN.</p> <p>Verify proper processing of Legal transaction based upon supporting documentation. Also verify against Service Member's pay and personnel records in MMPA.</p> <p>Log into MMPA JJAA.</p> <p>Select FID DF</p> <p>Select FID MD</p> <ul style="list-style-type: none"> <li>· Verify NJP (forfeiture and/or RIR) has not been processed (FID DF &amp; MD)</li> <li>· Verify Current Rank/Rate as well (can also verify in LOPG Page 3)</li> </ul> <p>Log into MMPA LOPG, if required</p> <p>Need to verify Service Member is not Frocked (Can only be RIR from actual Rate/Rank, Rank/Rate for which Service Member is being paid.</p> <p>After reviewing pending Legal transaction, select one of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>· Approve</li> <li>· Deny (if previously processed)</li> <li>· Incomplete (if additional supporting documentation is required)</li> <li>· Recycle</li> </ul> <p>Select Save</p> <p>Active-Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active-Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p>
	<p align="center">5.5</p>	<p align="center">Determine reason for posting delay</p>	<p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> <li>· Check message status inquiry in NSIPS for error code</li> <li>· Research reason for error in MMPA JJAM verb</li> <li>· If error can be corrected, resubmit transaction through NSIPS</li> <li>· If error cannot be corrected, contact NSIPS Help Desk or submit DWOWS trouble ticket to DFAS as appropriate</li> </ul> <p><a href="#">Go to 5.4.</a></p> <p>Note: DFAS may need to be contacted to process reimbursement of previously forfeited pay and allowances (back-pay). TSC Clerk may be required to forward secure e-mail to DFAS-CL to support restoration of back-pay.</p> <p>Subject Line: Set Aside ICO SNM</p> <p>Attachments (Supporting Documentation):</p> <ul style="list-style-type: none"> <li>· <a href="#">NAVPERS 1070/607</a> (Page 7)</li> <li>· BUPERS, Office of Legal Counsel (BUPERS-00J) Set-Aside Itr or Command Mitigation Itr</li> </ul>

[CONTINUE TO NEXT PAGE](#)

**SUPERVISOR CONTINUED**

**← BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	5.7	Review Set Aside documentation and Service Member's Pay and Personnel record	<p>Supervisor reviews Set Aside documentation and Service Member's Pay and Personnel record.</p> <p>Verify proper processing of Legal transaction based upon supporting documentation.</p> <p>Also verify against Service Member's pay and personnel records in MMPA                      Log into MMPA JJAA.                      Select FID DF                      Select FID MD</p> <ul style="list-style-type: none"> <li>· Verify NJP (forfeiture and/or RIR) has been processed, e.g., reversed (FID DF and MD)</li> <li>· Verify Current Rank/Rate as well (can also verify in LOPG Page 3)</li> </ul> <p>Log into MMPA LOPG, if required                      Need to verify Service Member's adverse NJP pay actions RIR reversed, and FOP remitted</p>
	5.8	Process Court Memo Remove ( <a href="#">NAVPERS 1070/607</a> ) in NSIPS	<p>Supervisor processes Court Memo Remove (NAVPERS 1070/607) in NSIPS.</p> <p>Note: Only a Personnel Supervisor can process a Court Memo Remove transaction in NSIPS</p> <p>Login to NSIPS: Legal &gt; Use &gt; Court Memo Remove &gt; Enter Service Member's Name or SSN.</p> <p>When Service Member's NAVPERS 1070/607 opens,</p> <ul style="list-style-type: none"> <li>· Select Removal Reason – Set Aside (from drop down options)</li> <li>· In the Comment Section cite the appropriate authority (e.g., BUPERS Set-Aside letter)</li> </ul> <p>Select Ok                      Select Approve                      Select Save                      Print</p> <p><a href="#">Go to Step 6</a> (GCMA Restart)</p>

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	5.11	Review and release <a href="#">NAVPERS 1070/607</a>	<p>Supervisor reviews and releases NAVPERS 1070/607.</p> <p>Login to NSIPS: Legal &gt; Use &gt; Update Court Memo Pending &gt; Enter Service Member's Name of SSN.</p> <p>Login to NSIPS: Legal &gt; Use &gt; Update Court Memo Pending &gt; Enter Service Member's Name or SSN.</p> <p>Verify proper processing of Legal transaction based upon supporting documentation.</p> <p>Also verify against Service Member's pay and personnel records in MMPA Log into MMPA JJAA. Select FID DF Select FID MD</p> <ul style="list-style-type: none"> <li>· Verify NJP (forfeiture and/or RIR) has not been processed (FID DF and MD)</li> <li>· Verify Current Rank/Rate as well (can also verify in LOPG Page 3)</li> </ul> <p>Log into MMPA LOPG, if required Need to verify Service Member is not Frocked (Can only be RIR from actual Rate/Rank, Rank/Rate for which Service Member is being paid.</p> <p>After reviewing pending Legal transaction, select one of the following, as appropriate:</p> <ul style="list-style-type: none"> <li>· Approve</li> <li>· Deny (if previously processed)</li> <li>· Incomplete (if additional supporting documentation is required)</li> <li>· Recycle</li> </ul> <p>Select Save</p> <p>Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p>

## SUPERVISOR CONTINUED

 **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<b>SUPERVISOR</b>	5.13	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ul style="list-style-type: none"> <li>· Check message status inquiry in NSIPS for error code</li> <li>· Research reason for error in MMPA JJAM verb</li> <li>· If error can be corrected, resubmit transaction through NSIPS</li> <li>· If error cannot be corrected, contact NSIPS Help Desk or submit DWOWS trouble ticket to DFAS as appropriate</li> </ul> <p><a href="#">Go to 5.12</a></p>
	6	Process Good Conduct Award Re-Start Date	Process Good Conduct Award Re-Start Date
	6.4	Verify Service Member's NSIPS ESR	Supervisor verifies Service Member's NSIPS ESR, as required.
	6.6	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case.

**STOP**