

Chief of Naval Personnel		
<b>Process Name: Officer Candidate School In Processing and Out Processing</b>		
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## PURPOSE

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Officer Training Command Newport (OTCN) and Transaction Service Centers (TSCs) to follow during management and administration of transaction processing for Service members reporting to Officer Candidate School (OCS).

### 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 on the "Officer Candidate Preparation and Expectations" memorandum located via: <https://www.netc.navy.mil/>
- For Active Duty and Reserves members, ensure orders are endorsed and OBLISERV is completed, if applicable. Make necessary updates to NAVPERS 1070/602 and SGLI before reporting to OCS.

### CPPA

- Maintain access to current forms and utilize NPPSC 1420/1 New Accessions Checklist for OCS. The checklist can be obtained via: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>
- Ensure all key supporting documents are submitted for members with prior service.

- Ensure PCS orders are endorsed.
- Ensure an eCRM case is submitted for every member.

## TSC

- Generate a time in service calculation for all members with prior service.
- Ensure activity gains are processed for Fleet Returnees before accession is processed.

## 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	<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 CA-XX authentication certificate, not the email certificate.</li> </ul>
2.	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 CA-XX authentication certificate, not the email certificate.</li> </ul>

#	System	Description
3.	DJMS MMPA	<ul style="list-style-type: none"> <li>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.</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>
4.	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. <a href="https://dwows.csd.disa.mil/dwows/">https://dwows.csd.disa.mil/dwows/</a></li> </ul>
5.	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>
6.	eCRM (Salesforce)	<ul style="list-style-type: none"> <li>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>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>

#	System	Description
7.	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-enabled computer.</li> <li>• When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.</li> </ul>

#### References:

#	Doc ID	Title
1.	JTR	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees <a href="https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/">https://www.travel.dod.mil/policy-regulations/joint-travel-regulations/</a>
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 <a href="http://comptroller.defense.gov/FMR/vol7a_chapters.aspx">http://comptroller.defense.gov/FMR/vol7a_chapters.aspx</a>
3.	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy and Procedures <a href="http://comptroller.defense.gov/FMR/vol9_chapters.aspx">http://comptroller.defense.gov/FMR/vol9_chapters.aspx</a>
4.	SECNAV M-1650.1	Navy And Marine Corps Awards Manual <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
5.	SECNAV M-5210.1	Department of the Navy Records Management Program Records Management Manual <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
6.	OPNAVINST 1160.6 (Series)	Special Duty Assignment Pay (SDAP) Program <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
7.	OPNAVINST 1740.4 (Series)	U.S. Navy Family Care Policy <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
8.	OPNAVINST 7220.12 (Series)	Basic Allowance for Housing Entitlements <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
9.	BUPERSINST 1080.54 (Series)	Enlisted Distribution and Verification Process <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>

#	Doc ID	Title
10.	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) <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
11.	BUPERSINST 1301.40 (Series)	Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
12.	BUPERSINST 1610.10 (Series)	Navy Performance Evaluation System <a href="https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/">https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/</a>
13.	MILPERSMAN 1050-220	Recruiting Assistance Leave Program <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
14.	MILPERSMAN 1050-410	Consecutive Overseas Tour (COT) and In-Place Consecutive Overseas Tour (IPCOT) Leave Travel Entitlement Policy <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
15.	MILPERSMAN 1050-440	Administrative Absence to Obtain a Legal Marriage <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
16.	MILPERSMAN 1070-111	Submission of NSIPS and Electronic Service Record (ESR) Documents to OMPF. <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
17.	MILPERSMAN 1070-270	Dependency Application <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
18.	MILPERSMAN 1070-271	Record of Emergency Data <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
19.	MILPERSMAN 1070-320	Administrative Remarks <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
20.	MILPERSMAN 1306-106	Time on Station (TOS) and Retainability/Obligated Service (OBLISERV) <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
21.	MILPERSMAN 1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
22.	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
23.	MILPERSMAN 1600-120	Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/Temporary Duty (TEM DU) Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
24.	MILPERSMAN 1746-030	Meal Passes for Enlisted Personnel <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
25.		Meal Passes

#	Doc ID	Title
	NPPSCINST 4060.1 (Series)	<a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
26.	NPPSCINST 5213.1 (Series)	Forms Management  <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
27.	NPPSCINST 5220.2 (Series)	Standard Management Reports  <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
28.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay  <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
29.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records  <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&amp;FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E</a>
30.	NAVADMIN 101/10	Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station  <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
31.	NAVADMIN 416/10	Submarine Duty Incentive Pay Obligated Service Requirement  <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
32.	NAVADMIN 058/14	Increased Enlisted Personnel Distribution Authority  <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>

#	Doc ID	Title
33.	NAVADMIN 281/14	U.S. Navy Family Care Policy <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
34.	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
35.	NAVADMIN 085/17	Servicemembers Group Life Insurance Online Enrollment System (SOES) <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
36.	NAVADMIN 254/17	Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
37.	NAVADMIN 285/21	Government Travel Charge Card Use During Permanent Change of Station Lessons Learned <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
38.	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 <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
39.	NAVADMIN 012/25	NAVFIT Modernization (Corrected Copy) <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
40.	NAVADMIN 259/22	Publication of BUPERSINST 1610.10f (EVALMAN) CH 1 (Corrected Copy) <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
41.	NAVADMIN 291/22	<a href="#">Government Travel Charge Card use in Support of PCS Travel</a> <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
42.	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
43.	PPIB 16-12	Issue 161201: Update E-mail Address and Contact Information in NSIPS <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
44.	PPIB 16-22	Same Geographical Location Transfers <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
45.	PPIB 17-01	Review and Approval of Travel Vouchers <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
46.	PPIB 18-03	MILPCS Travel Voucher <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
47.	PPIB 19-05	OHA and OCONUS COLA

#	Doc ID	Title
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
48.	PPIB 21-28	Servicemembers Group Life Insurance (SOES) Certification
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
49.	PPIB 22-22	Service Member in Transit in Government Quarters
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>
50.	PPIB 22-36	RED DA Pending Transactions
		<a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</a>

#### Online Resources:

#	Website Sponsor	Title and Link
1.	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>
2.	MyNavy HR	Family Care Plan
		<a href="https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Family-Care-Plan/">https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Family-Care-Plan/</a>
3.	MyNavy HR	Battle Admin
		<a href="https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/">https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/</a>
4.	Commander, Navy Recruiting Command	Recruiter Assistance Programs
		<a href="https://www.cnrc.navy.mil/HARP-BJHARP-OHARP/">https://www.cnrc.navy.mil/HARP-BJHARP-OHARP/</a>
5.	Commander, Navy Recruiting Command	Enlistment Incentives
		<a href="https://www.cnrc.navy.mil/enlisted-incentives/">https://www.cnrc.navy.mil/enlisted-incentives/</a>
6.	Navy Standard Integrated Personnel System (NSIPS)	NSIPS
		<a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a>
7.	NPPSC	Ops Alerts
		<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>



**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 1 Chapter 4 Section B	Activity Gain
		<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:**

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> <li>NSIPS Help Desk 1-833-637-3669 (1-833-NESDNOW) <a href="mailto:nesd@nesd-mail.onbmc.mil">nesd@nesd-mail.onbmc.mil</a></li> <li>MyNavy Career Center (MNCC) 1-833-330-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-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 1070/613	Administrative Remarks
		<a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/">https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</a>
2.	NAVPERS 1740/6	Department of the Navy Family Care Plan Certificate
		<a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/">https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</a>
3.	NAVPERS 1740/7	Family Care Plan Arrangements
		<a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/">https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</a>
4.	DD1351-2	Travel Voucher or Subvoucher
		<a href="https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2/">https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2/</a>
5.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet)
		<a href="https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2C/">https://www.esd.whs.mil/Directives/forms/dd1000_1499/DD1351-2C/</a>
6.	DD1561	Statement to Substantiate Payment of Family Separation Allowance
		<a href="https://www.esd.whs.mil/Directives/forms/dd1500_1999/DD1561/">https://www.esd.whs.mil/Directives/forms/dd1500_1999/DD1561/</a>

#	Form #	Title
7.	DD2058	State of Legal Residence Certificate
		<a href="https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058/">https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058/</a>
8.	DD2058-1	State Income Tax Exemption Test Certificate (NJ, NY, and OR)
		<a href="https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058-1/">https://www.esd.whs.mil/Directives/forms/dd2000_2499/DD2058-1/</a>
9.	NPPSC 1300/4	Receipt Checklist
		<a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a>

STEP #		FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
START OCS IN-PROCESSING				
1	Report to OCS.	Service Member	Service member reports to OCS.	
1.1	Identify Service Members Accession Type	CPPA	<p>Accession processes are similar, however, they will vary based off Accession type. It is important to understand what type of Accession a Service member is to ensure all Key Supporting Documents (KSDs) are submitted. Below are the following Accession types:</p> <p>New Accessions:</p> <ul style="list-style-type: none"> <li>• Service members have no prior service</li> <li>• No existing military pay or personnel accounts</li> </ul> <p>New Accessions with Prior Service:</p> <ul style="list-style-type: none"> <li>• Service member previously serviced in a military branch.</li> <li>• Service member has a historical military pay or personnel account from prior service.</li> <li>• <u>Note</u>: Accessions with prior service are required to submit all prior service documents.</li> </ul> <p>Collegiate Accession:</p> <ul style="list-style-type: none"> <li>• Service member has no prior military service.</li> <li>• Already have a military pay and personnel account.</li> </ul> <p>Collegiate Accessions with prior service:</p> <ul style="list-style-type: none"> <li>• Service member had previously serviced in a military branch before enrollment as a Collegiate Accession</li> <li>• Already have a military pay and personnel account.</li> <li>• <u>Note</u>: Accessions with prior service are required to submit all prior service documents.</li> </ul> <p>Fleet Returnees:</p> <ul style="list-style-type: none"> <li>• Service member must have no breaks in service before reporting to OCS.</li> </ul> <p><u>Note</u>: Accessions with prior service are required to submit all prior service documents.</p>	
1.2	Issue NPPSC 1420/1 New Accessions Checklist (OCS)	CPPA	Issue Service member a NPPSC 1420/1 New Accessions Checklist (OCS) for guidance on submission of Key Supporting Documents (KSDs).	

1.3	Receive NPPSC 1420/1 New Accessions Checklist (OCS)	CPPA	Receive KSDs from the Service member per the NPPSC 1420/1 New Accessions Checklist (OCS).
1.4	Verify Members Birth Certificate.	CPPA	<p>Applicable to All Accession Types.</p> <p>Verify members birth certificate.</p> <p>If member has a birth certificate, proceed to step 1.6 If member does not have a birth certificate, proceed to step 1.5</p>
1.5	Verify Members citizenship status	CCC	<p>Applicable to All Accession Types.</p> <p>Members are required to be U.S. citizens to become officer. Members without birth certificates will require Naturalization Certificates or other applicable citizenships forms.</p>
1.6	<p>Verify Service Member has sufficient OBLISERV.</p> <p>(All Accession Types)</p>	CPPA	<p>For members with prior service, review and verify members obliterate.</p> <p><b>Note:</b> While members are at OCS they will remain in an enlisted status. It is recommended members have a year of active duty service from the day they report to OTCN to ensure members pay accounts remain in a SA "A" (fid) status.</p> <p>CPPA verifies Service Member has sufficient Obligated Service (OBLISERV) as stated in "Comply with Items" of orders.</p>
1.7	<p>Verify Members College Transcripts</p> <p>(All Accession Types)</p>	Service Member, CPPA	Officers are required to have at a minimum Bachelors Degree from Accredited Colleges. University and degree information is required when processing the members accession.
1.8	<p>Verify members pay and pers accounts</p> <p>(All Accession Types)</p>	CPPA	<p>New Accessions:</p> <p>Ideally, they should have neither; however, if they possess either a personnel or pay account, it strongly suggests that the member has some form of prior service. This could raise questions about their accession type.</p> <p>Collegiates:</p> <ul style="list-style-type: none"> <li>PERS account will reflect as DSC 198, paygrade will be "OC"</li> </ul>

			Fleet Returnees: Will reflect as in transit – DSC 199 via NSIPS
1.9	Did NTAG submit proper key supporting documents to initiate a collegiates pay account?  (collegiate only)	CPPA	If a collegiate does not have a pay account, or their start date for basic entitlements does not match the date on the DD4, annotate via eCRM comments to identify that a pay account will need to be back paid and all KSDs will be provided soonest possible.
1.10	Verify Service members banking information	CPPA	Members complete Direct Deposit form SF 1199A.  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.
1.11	Verify Prior Service	CPPA	Review the members service record. Any prior service must be captured by submitting applicable KSDs. Compile all prior service documents and ensure service dates do not overlap and there are no gaps in service (i.e. DD-214(s), NGB 23, ASOSH, etc.).  Note: If all KSDs are not received by the servicing TSC to account for periods of service, a separate eCRM transaction will need to be submitted to make applicable corrections.
1.12	Verify a loss was processed from members detaching command.  (Fleeters Only)	Service Member, CPPA	Member will have a SH (MMPA) and be DSC 199 (NSIPS) .  If a loss was not processed, contact detaching command.
1.13	Review members pay grade in MMPA.  (Fleeters/Both Collegiates)	Service Member, CPPA	Members are advanced to the rank of E-5 while in OCS.  Review members record to verify paygrade. If members paygrade is incorrect, annotate the advancement when submitting the eCRM case.
1.14	Verify Service member's documentation for BAH, and other entitlements.	Service Member, CPPA	Ensure member is receiving correct BAH entitlement. Verify the NAVPERS 1070/602 and Service members PCS Orders.  Note: Zip code for command can be verified via verb AMF1.

			CPPA will review and verify all other entitlements, as applicable.
1.15	Verify Service member's eligibility for FSA	CPPA	CPPA verifies Service member's eligibility for Family Separation Allowance.
1.16	Assemble and verify Service Member's Accession package for completeness and accuracy and submit to TSC via eCRM.	CPPA	CPPA assembles and verifies Accession-OCS package for completeness and accuracy IAW NPPSC 1420/1 New Accessions Checklist (OCS).
2	Verify Service Member's key support documents	TSC Clerk	Verify Service member's key supporting documents using the NPPSC 1420/1 New Accessions Checklist (OCS).
2.1	Verify the Service Member's PCS orders match MMPA (JJAA and LOPG/L0OG)  (All Accession Types)	TSC Clerk, TSC Supervisor	<p>Clerk and Supervisor will verify Service Member's PCS orders match information on MMPA (JJAA and LOPG/L0OG).</p> <p>Verify original orders are stamped with all detaching and reporting endorsements and dates match MMPA.</p> <p>JJAA:</p> <ul style="list-style-type: none"> <li>SH: DDLDS (Date Departure Last Duty Station)</li> <li>SG: ARRIVE</li> </ul> <p>LOPG:</p> <ul style="list-style-type: none"> <li>Page 1: Activity Name, Past, DTROB, DTTRF</li> </ul> <p>L0OG:</p> <p>Screen 04: Duty Station History, From, To, Duty Station</p>
2.2	Verify Service Member has sufficient OBLISERV  (All Accession Types)	TSC Clerk, TSC Supervisor	<p>Supervisor verifies Service Member has sufficient Obligated Service (OBLISERV) as stated in "Comply with Items" of orders (Enlisted only).</p> <p>Verify the following:</p> <ul style="list-style-type: none"> <li>In LOPG, check Page 3, Expiration of Active Obligated Service (EAOS) and Soft-EAOS (S-EAOS)</li> </ul>

			Enter verb JJAA (pay account) and check that extensions match FIDs TH (Expiration Term of Service) and TU (Date of Separation)
2.3	Process Activity Gain	TSC Clerk	<p>TSC Clerk inputs and completes Activity Gain in NSIPS for Fleeters using the steps below.</p> <p>Note 1: Data required to complete Activity Gain panels vary from Member to Member.</p> <p>Login to NSIPS:</p> <p>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).</p> <p><b><u>Report tab (Panel 1):</u></b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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.</li> <li>• Report Date: Date Reported to Gaining Command (obtain from orders)</li> <li>• Geographic Duty Location: Auto-populates based upon Gaining Command UIC</li> <li>• PSI-PRD: Obtain from orders</li> <li>• UIC Received From: Update only if required (obtain from orders)</li> </ul> <p><b>NOTE:</b> 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 for time must be accounted for on the Additional Reporting tab (Panel 4).</p> <ul style="list-style-type: none"> <li>• Loss Date: Update only if required (obtain from orders)</li> <li>• ACC: Accounting Category Code - Onboard Duty Status. Update if required (obtain from orders)</li> <li>• ADSN Indicator: ADSN Indicator - auto-populates, correct entry if required</li> </ul>

			<p>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.</p> <ul style="list-style-type: none"> <li>○ No - ADSN is Changing, if the old and new command falls under the same ADSN.</li> <li>○ Yes - ADSN is Not Changing, if the old and new command falls under the same ADSN.</li> </ul> <ul style="list-style-type: none"> <li>• Sea Duty Commencement Date - SD CD (will gray out if not applicable), only used for sea duty commands (Type 2 and 4): <ul style="list-style-type: none"> <li>○ Establishes Career Sea Pay Premium (CSPP) date</li> <li>○ Populates CSPP report</li> <li>○ Ensure SD CD updated after DTROB updated</li> </ul> </li> </ul> <p><b><u>Delay in Reporting tab (Panel 2):</u></b></p> <ul style="list-style-type: none"> <li>• BAS/Foreign Duty Pay/Career Sea Pay/Zip Code &amp; BAQ - entries in these blocks will initiate entitlements</li> <li>• Basic Allowance for Subsistence (BAS)</li> </ul> <p><b>NOTE:</b> 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.</p> <ul style="list-style-type: none"> <li>• Foreign Duty Pay</li> <li>• Career Sea Pay, and Category Vessel Code are based on command type/location. The vessel codes are as follows: <ul style="list-style-type: none"> <li>○ Designated Category A. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished underway</li> <li>○ Designated Category B. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished in port</li> <li>○ Designated Category C. See OPNAVINST 7220.14 series for specific types of vessels</li> </ul> </li> <li>• The Zip Code is based on the duty location. This prevents Basic Allowance for Housing (BAH) entitlements from terminating when Activity Gain posts.</li> <li>• 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</li> </ul>
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			<p>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.</p> <p><b>NOTE:</b> If there's a change in dependency status, change in member's status cannot be done using this transaction. Do not attempt to change member's status using the gain panel, it will not update MMPA.</p> <ul style="list-style-type: none"> <li>* 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)</li> <li>* Leave Type identifies the reason for any delay in reporting to the new command</li> <li>* 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</li> </ul> <p><b><u>Misc Data tab (Panel 3):</u></b></p> <ul style="list-style-type: none"> <li>Address and Phone/Dependency Data tabs are links to update that data</li> <li>Department, Division, and Shop Codes are the specific locations the Service Member will be assigned upon arrival</li> <li>Family Separation Allowance (FSA) Eligibility Indicator is based on dependency data</li> </ul> <p><b>NOTE:</b> Those drawing BAH based solely on child support payment only are not entitled to FSA.</p> <ul style="list-style-type: none"> <li>For Officers, fill in Billet Sequence Code (BSC) from PCS orders</li> <li>Clerk ID is in reference to the clerk who processed the Activity Gain</li> <li>Distribution Code</li> <li>* 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</li> </ul> <p><b><u>Additional Reporting tab (Panel 4):</u></b></p> <ul style="list-style-type: none"> <li>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.,</li> </ul>
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			Recruiter Assistance Duty or temporary duty stations not reported via an Activity Gain/Loss).
2.4	Review and release Activity Gain	QA	<p><b>This step is only applicable for Fleet Returnees.</b></p> <p>Review and release activity gain.</p>
2.5	Review members pay and pers accounts to ensure Activity Gain posted correctly on systems  (Fleeters only)	TSC Clerk	<p>It is critical that members are in the proper ACC and UIC, as annotated on orders, before processing the accession for Fleet Returnees.</p> <p><b>Note:</b> Once a member is an OC, the TSC can no longer complete an NSIPS Activity Gain on the member.</p>
2.6	Calculate previous time in service (All Accession Types, if applicable)	TSC Clerk	Use a time in service calculation excel spreadsheet to calculate members ADSD and PEBD using all applicable forms from prior service.
2.7	Submit NSIPS Strength Gain Accession.  (Fleeters, Both new accessions with or without prior service (prior service))	TSC Clerk	<p>Navigate to NSIPS USNA &amp; Officer Candidates -&gt; Use -&gt; Accession -&gt;Create.</p> <p>Input applicable information listed below.</p> <ul style="list-style-type: none"> <li>• First/Middle/Last: Birth Certificate/SSN/Marriage Certificate as applicable</li> <li>• Birthplace: Birth Certificate/Naturalization Certificate/PII Sheet</li> <li>• Citizenship/CTZN CTRY CODE: Provided documents (Passport/Birth Cert/Naturalization Cert/ETC)</li> <li>• Suffix: Birth Certificate</li> <li>• Date of Birth: Birth Certificate/Passport/PII Sheet</li> <li>• Sex: Birth Certificate</li> <li>• Designator: Service Agreement</li> <li>• UIC: 35268 OTCN Newport</li> <li>• Ethnic Code: PII Sheet / MPM 1000-090</li> <li>• Race Code: PII Sheet / MPM 1000-090</li> <li>• Alpha Number/Company Number: Not Applicable</li> </ul>

2.8	Review and release Strength Gain  (All Accession Types)	TSC QA	Review and release Strength Gain.  Once strength gain is released, this will update the PERS account in NSIPS. Member Data Summary DSC will change from DSC 198 to DSC 100.
2.9	Verify Strength gain posted correctly (All Accession Types)	TSC Clerk	Once an accession posts, the members Member Data Summary will now reflect the member as an OC, DSC 198.  <b>Note:</b> If the member previously did not have a pay account, the transaction will automatically submit an E203 which will create and open a pay account for the member.
2.10	Submit a PP transaction via NSIPS to update members OC information  (Collegiates only)	TSC Clerk	Navigate to USNA & Officer Candidates -> Use -> Miscellaneous Changes -> Create via NSIPS.  The UPP updates the members UIC to 32586 and if applicable advances the members to E-5.  Once transaction is inputted, mark Approval Action as “Incomplete” and route to TSC QA Department.  <b>Note:</b> Collegiates will already have an established pay account and reflect as an OC, DSC 198 via NSIPS.
2.11	TSC QA department reviews and releases PP transactions via NSIPS  (Collegiates only)	TSC QA	Ensure TSC clerk inputted information correctly.  If correct, Approve transaction. If incorrect, Recycle transaction to the TSC Clerk.
2.12	Submit a SB03 via DMO to charge member leave for time in route (if applicable)  (Collegiates only)	TSC Clerk	Since the NSIPS PP transaction does not account for members travel time, if any, a SB03 via DMO must be submitted to account for leave taken in transit.

2.13	Did accession post correctly to both the pay side and pers side?  (All Accession Types)	TSC Clerk	<p>Review Pay and PERS accounts.</p> <p>If an accession posted correctly only on the pay side: A DWOWS ticket must be created and submitted. Ensure to include the failed codes from message status inquiry.</p> <p>If an accession posted correctly only on the pay side: An NSIPS trouble ticket will need to be generated by the TSC Clerk to update members NSIPS account to properly reflect members status as an OC.</p>
2.14	Verify Members Pay account was created via MMPA with E203 transaction	TSC Clerk, TSC Supervisor	<p><b>This step is only applicable for New Accessions and New Accessions with Prior Service.</b></p> <p>Verify member has a pay account in MMPA.</p>
2.15	Ensure member has correct time in service, including prior service	TSC Clerk, TSC Supervisor	<p><b>This step is only applicable for New Accessions with Prior Service and Fleet Returnees.</b></p> <p>Review members entire T line to ensure prior service posted correctly.</p>
2.16	Process entitlements, allowances, and deductions, as applicable	TSC Clerk, TSC Supervisor	<p>Clerk reviews all open entitlements, allowances, and deductions.</p> <p>Process applicable entitlements, allowances, and deductions, as applicable.</p>
2.17	Verify members eligibility for Clothing Allowance.  (All Accession Types)	TSC Clerk	Enlisted members are authorized a 6403 while attending OCS.
2.18	Verify and process direct deposit information via NSIPS	TSC Clerk	<p>Fleeters and collegiate will have a valid LH entry via MMPA.</p> <p>Process an LH01 FID via NSIPS if an LH entry needs to be made.</p>
2.19	Review and release LH01 via NSIPS	QA	QA reviews and releases LH01.

2.20	Submit a DN01 to start Meal Deductions	TSC Clerk	Fleet Returnees are not at INITIAL entry training. A DN01 is processed for Fleet Returnees.
2.21	QA will release DN01 via NSIPS.  (Fleeters Only)	QA	Review and release DN01 or DN02 via NSIPS, as applicable.
2.22	Submit to cancel members BAS via 4006 in NSIPS  (Both New accessions, and Collegiates)	TSC Clerk	Process cancellation of members BAS transaction (4006) via NSIPS.
2.23	QA will release 4006 via NSIPS	QA Department	QA reviews and releases 4006.
2.24	Verify Members State Tax and Federal Tax information  (All Accession Types)	TSC Clerk	Fleeters and collegiates will already have tax information in the system. Ensure this information is correct.  Process members Federal and state tax via NSIPS for all other accessions, as applicable.
2.25	Verify Members Rank  (All Accession Types)	TSC Clerk	Review members rank in MMPA and NSIPS. A UPP may be required for collegiate and Fleeters lower than E-5.
2.26	Confirm Members Accession via MM03 transaction in NSIPS.  (Both New accessions, and Collegiates)	TSC Clerk	The MM03 confirms the members accession is correct without doing this the members pay account goes into a "T" status stopping the members pay.  Process MM03 transaction via NSIPS.
2.27	QA will release MM03 via NSIPS  (All Accession Types)	TSC Clerk	QA reviews and releases MM03.

3	TSC Clerk submits eCRM case to TSC Supervisor for review	TSC Supervisor	Refer to applicable eCRM Case Work Flow for eCRM routing to Supervisor.
3.1	Did the Accession Post?	TSC Supervisor	Review members Member Data Summary and MMPA member must be OC DSC 198.
3.2	Did the PP post?	TSC Supervisor	Ensure FIDS from PP transaction posted.
3.3	Does member have direct deposit information?	TSC Supervisor	Review members LH line.
3.4	Review and verify entitlements and FIDS	TSC Clerk	<p>Verify and review the following FIDS in MMPA to ensure transactions posted:</p> <ul style="list-style-type: none"> <li>• B-Leave</li> <li>• E-Events</li> <li>• D-Deductions</li> <li>• F-Taxes</li> <li>• T-Service Dates</li> <li>• 64 – Clothing Allowance</li> <li>• MD - Grade</li> </ul>
3.5	Determine reason for posting delay	TSC Clerk, TSC Supervisor	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> <li>1. Check message status inquiry in NSIPS for error code (in JJAM)</li> <li>2. Research reason for error (in JOZA) <ul style="list-style-type: none"> <li>• If error is correctable, correct and resubmit</li> <li>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed</li> </ul> </li> </ol>
3.6	Conduct final audit	TSC Supervisor	<p>Supervisor conducts final audit, to include:</p> <ul style="list-style-type: none"> <li>• Review Management Reports: <ul style="list-style-type: none"> <li>○ NSIPS Pending Transaction Report</li> <li>○ NSIPS Feedback Accepted/Rejected Reports</li> <li>○ DMO All Transaction Report</li> </ul> </li> </ul>

			Note: Supervisor refers to current NPPSC 1420/1 OCS Strength Gain Checklist to support audit requirements.
3.7	Complete eCRM case	TSC Supervisor	Ensures all files are retained via eCRM. Verify Retain File is in accordance with: <ul style="list-style-type: none"> <li>NPPSCINST 7250.1 (series)</li> <li>NPPSC 1420/1 New Accessions Checklist (OCS)</li> <li>Applicable eCRM Case Work Flow</li> </ul> .
4	Verify proper completion of Accession process	Command Leadership, CPPA, Service Member	Verify proper completion of Accession process.
4.1	Verify proper processing of entitlements/deductions and special pay	Service Member	Service Member verifies proper processing of entitlements/deductions and special pay.  If applicable Leave and Earning Statement (LES) is not correct following arrival at PDS, contact CPPA to ensure contact is made with the members servicing TSC.
<b>STOP – OCS IN PROCESSING</b>			
<b>START OCS – OUT PROCESSING</b>			

1	Approximately 30 days prior to service members graduation date, review members pay and personnel accounts for any discrepancies.	CPPA	This audit is to ensure that member will be able to commission on time as to not delay their PCS to next reporting duty station. Ensure member is being paid properly and any prior service has been documented.  Any errors might result in a delay in the members conversion to officer.  Notify TSC immediately if a members MMPA account shifts to a “T” or “V” status .
1.1	Create graduation roster and send to TSC 14 days prior to the class graduation date.	CPPA	The graduation roster is used to prestage members for commissioning. The roster allows time for submission of DWOWS tickets to ensure members may be commissioned on the date of graduation.
1.2	Member graduates and signs their oath of office in accordance with PERS-836.	Service Member, CPPA	Follow instructions from PERS-836 on delivery and acceptance of oath of office. The date the member signs is the date that will be used to convert the Service member to an officer.
1.3	Submit Oath of Office	CPPA	CPPA submit Oath of Office to TSC Great Lakes

2	Review members pay account and close/open necessary entitlements for the E603 transaction.	TSC Clerk	<p>Before processing an E603, it is important for the pay account entitlements to be stopped:</p> <ul style="list-style-type: none"> <li>• 10 – Demolition Pay</li> <li>• 14 – Hardship Duty Pay</li> <li>• 15 – Parachute Duty</li> <li>• 27 – Career Sea Pay</li> <li>• 30 – Special Duty Pay</li> <li>• 33 – Selective Reenlistment Bonus</li> <li>• 37 – Career Sea Pay Premium</li> <li>• 43- Overseas Housing Allowance</li> <li>• R7 – Selective Reenlistment Bonus (DWOWS)</li> <li>• DN – Meal Deductions</li> <li>• FL – Taxable Wages Combat Zone</li> <li>• SB – Leave</li> </ul> <p>The following transaction must be open:</p> <ul style="list-style-type: none"> <li>• 63 – Future (must have a date)</li> </ul> <p>Note: If the 35 FID nearest dependent code is C, N, or W, there is a known error that causes the members pay account to close and recoup all payments. Before converting a member, ensure 35 FID is changed to "A" or "R", as applicable.</p> <p>The below entitlements need to be open/closed via DWOWS ticket. It is a best practice to send a mass DWOWS case two weeks prior to the class graduation date to ensure there is no delay:</p> <ul style="list-style-type: none"> <li>- Open Future 63 FID</li> <li>- Closed R7 FID</li> </ul>
2.1	Complete the attrition transaction and submit to QA	TSC Clerk	<p>Attrition must be processed to convert the member to an officer. The attrition transaction code will automatically generate various other transactions based of the code entered via NSIPS.</p> <p>For OCS out processing, ensure case code 945 is used to will submit an E603 to convert the member. Treat the 945 attrition the same as a conversion.</p> <p>Complete the attrition via NSIPS.</p> <p>Note: This transaction is extremely powerful and depending on the code used you can separate the member, transfer them to the reserves, or even place the member in legal hold.</p>



			Use care when processing and releasing this transaction as any mistakes will severely delay the processing of the case.
2.2	QA releases the attrition transaction.	QA	Review member's pay and personnel account and release attrition.
2.3	Did the attrition post and convert the member to an Officer?	TSC Clerk	<p>If members conversion fails, another attrition may not be processed as the pers system has the member pre-staged for conversion.</p> <p>A Clerk will also not be able to submit a normal conversion as the member will still reflect as a "OC" via DSC 198 in NSIPS.</p> <p>A DWOWS case must be submitted.</p>
2.4	Pre-stage and submit a strength gain in NSIPS HQ to OA supervisor.	TSC Clerk	<p>Process a pre-stage gain via NSIPS.</p> <p>This strength gain does will not post as an E203 transaction. It only updates the member from OC DSC 198 to ENS DSC 100 via Pay and PERS systems.</p>
2.5	Review all entitlements and restart any applicable that stop due to the conversion.	TSC Clerk	<p>Verify members 35 FID via MMPA.</p> <p>If members 35 FID is zero'd out, start BAH effective on the members commissioning date. If the 35 FID is canceled via MMPA, submit a transaction to start BAH via NSIPS.</p>
2.6	Submit ML03 and 5903 to QA department.	TSC Clerk	Submit a ML03 and 5903 transaction via NSIPS.
2.7	Release ML03 and 5903.	QA	Review and release entitlements.
2.8	Review all entitlements.	TSC Clerk	Ensure entitlements posted corrected via MMPA.
2.9	Review members Member Data Summary in NSIPS.	TSC Clerk (Fleeters/Both Collegiates)	Ensure member reflects as an Ensign and is DSC 100 via their Member Data Summary. If the member does not reflect in this status, the strength gain was not completed.
2.10	TSC Clerk submits eCRM case to TSC Supervisor for review	TSC Clerk	Refer to applicable eCRM Case Work Flow for eCRM routing to Supervisor.
3	Review and verify all entitlements	TSC Supervisor	Review the members BAH, 59, MD, TL, MJ, and T entries for services date verification.
3.1	Reviews members Member Data Summary in NSIPS.	TSC Supervisor	Ensure member is DSC 100 and has been advanced to Ensign before closing eCRM case.
3.2	Complete eCRM case	TSC Supervisor	<p>Ensure all files are retained via eCRM. Verify Retain File is in accordance with:</p> <ul style="list-style-type: none"> <li>• NPPSCINST 7250.1 (series),</li> <li>• NPPSC 1420/1 New Accessions Checklist (OCS)</li> <li>• Applicable eCRM Case Work Flow</li> </ul>

4	Verify proper processing of pay and entitlements.	CPPA	Verify proper completion of OCS process.
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