

Parachute Pay SOP



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Process Name: Parachute Pay SOP**Document ID: End to End****Document Owner:****Approval:****Revision Date:**

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

13-Mar-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 process Parachute Pay.

Roles / Responsibilities:

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC's, Aircraft Carrier's or other non-TSC supported unit's person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or shipboard senior Personnel Specialist, or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional SupportCenter (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code 791Fis fully implemented, individual TSCs and FSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/FSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in the SOP.

- Refer to MPA 11-19, Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SKIP) and MPM Article 7220-114 Naval Special Warfare Skill Incentive Pay, as required. Effective June 1st, 2019, the Navy transitioned NSW Officers, Special Warfare Operators and Special Warfare Boats Operators from Hazardous Duty Incentive Pay (HDIP) for parachute, dive and demolition pays to the NSW Skill Incentive Pay (SKIP). SKIP will be listed as "Save Pay" on qualified service members Leave and Earnings Statement (LES) and it will reflect as a FID 09, with a SAVE-PAY TYPE = C and a SUBFID = 12 on respective Master Military Pay Account (MMPA).
- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website:
<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPAY/>.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Update and verify monthly Parachute Pay tracking report. This Parachute Pay tracking report is NOT to be used to verify continued qualification status, but rather to verify that the Service Member receiving the Parachute Pay is still assigned to the Command/Unit Identification Code (UIC) that is serviced by the TSC. Clerk should follow-up with CPPA to resolve any discrepancies.
- 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. | DJMS MMPA | <ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer. |
| 2. | NSIPS/ESR | <ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD Authentication CA-XX certificate, not the email certificate. |
| 3. | DMR/DMO | <ul style="list-style-type: none"> · DFAS MilPay Repository (DMR) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions. |
| 4. | DWOWS | <ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members. https://dwows.csd.disa.mil/dwows/ |
| 5. | Enterprise Customer Relationship Management System (eCRM) | <ul style="list-style-type: none"> · eCRM Console enables designated command personnel to communicate safely and efficiently with the supporting TSC, TSC or TPC via the Internet. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · eCRM Console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login into eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer. |

Online Resources:

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| # | Website Sponsor | Title and Link |
|----|-----------------|---|
| 1. | MyNAVY HR | CPPA Resources |
| | | https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/ |
| 2. | NSIPS | NSIPS |
| | | https://www.nsips.cloud.navy.mil/my.policy |

User Guides Available Online:

| # | Sponsor | Document Title and Link |
|----|---|--|
| 1. | DJMS MMPA Guide | Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 2. | DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3: | Miscellaneous Hazardous Duty Incentive Pays (HDIPS); Including Parachute, Flight Deck, Demolition, Experimental Stress, and Visit, Board, Search and Seizure (VBSS) Duty |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 3. | DJMS Navy Procedures Training Guide (PTG): Part 9 Pay Product Delivery Chapter 10 | Submitting Documentation via DWOWS |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |

Help Desks:

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

Forms:

| # | Form # | Title |
|---|------------------|---|
| 1 | NAVPERS 1070/613 | Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |

References:



| # | Doc ID | Title |
|---|--|--|
| 1 | DoD FMR Vol. 7A Chapter 24 | DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 24: Incentive Pay - Hazardous Duty Other Than Aerial Flights |
| 2 | Department of the Navy Memo dated 30 June 2020 | Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits |
| 3 | MILPERSMAN 1220-030 | Parachutist Designation and Duty |
| | MILPERSMAN 1320-030 | Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel |
| | MILPERSMAN 7220-080 | Incentive Pay for Hazardous Duty |
| | MILPERSMAN 7220-112 | Pay and Allowance Continuation (PAC) Program |
| | MILPERSMAN 7220-114 | Naval Special Warfare Skill Incentive Pay |
| 4 | NPPSCINST 5220.2 (Series) | Standard Management Reports |
| | NPPSCINST 7220.7 (Series) | Separation of Duties Affecting Military Pay |
| | NPPSCINST 7250.1 (Series) | Retention of Disbursing Office Records |
| 5 | NAVADMIN 66/16 | Navy Audit Document Retention Guidance |
| 6 | MPA 12/13 | Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases |
| | MPA 49/15 | New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs |
| | MPA 07/16 | Mass Transactions Submission Via DWOWS |
| | MPA 11/19 | Transition of Naval Special Warfare (NSW) Hazardous Duty Incentive Pay (HDIP) to NSW Skill Incentive Pay (SKIP) |

SERVICE MEMBER START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|--|--|
| SERVICE MEMBER | 1 | Prepare and submit forms and/or compile documentation, as required | <p>Prepare and submit forms and/or compile documentation, as required.</p> <p>Parachute Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD 7000.14-R, volume 7A, Chapter 24, for the performance of hazardous duty:</p> <p>The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM1320-030.</p> <p>The Commanding Officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|----------------|--------|--|--|
| SERVICE MEMBER | 1.1 | Obtain/complete forms and/or compile documentation | <p>Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required.</p> <p>Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation.</p> <p>The appropriate commander shall certify that the member has met the requirements for entitlement to Parachute Pay for a given month, as specified in DoD FMR Vol. 7A Chapter 24.</p> <p>Refer also to MPM 1220-030 Paragraph 9, Recording and Reporting Parachutists Qualification and Disqualification</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> · Endorsed PCS orders for correct Navy Enlisted Classification (NEC) · Command memo (NAVPERS 1070/613) containing date of parachute qualification, type(s) of aircraft in which qualified, unit at which the training was received, and qualification type. · Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapse in parachute duty qualification or disqualification <p>Note 1: Only one type of parachute duty payment (regular or military free fall) is authorized for a qualifying period. When a member qualifies for both types of parachute duty, the higher rate of pay is authorized. Unless otherwise restricted by Military Service regulations (for example, restrictions on manning classification), a member who qualifies for a military free fall rate for a month in which the member earlier qualified for the regular rate of parachute pay will be entitled to the difference between the monthly rate of \$150 and \$225.</p> <p>Note 2: Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.</p> |

SERVICE MEMBER CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|--|--|
| SERVICE MEMBER | 1.2 | Submit forms and documentation to CPPA | Service Member submits forms and/or documentation described in Step 1.1 to CPPA. |
| | 1.6 | Obtain additional supporting documentation, as requested | Service Member obtains additional supporting documentation, as requested. Go to 1.2. |
| | 3 | Process Service Member's Parachute Pay entitlement | <p>Process Service Member's Parachute Pay entitlement.</p> <p>The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1501-Start Parachute Duty transaction when the Service Member arrives PCS.</p> <p>The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1502-Stop Parachute Duty transaction when the Service Member departs PCS.</p> |
| | 3.11 | Verify proper processing of Parachute Pay entitlement | <p>Service Member verifies proper processing of Parachute Pay entitlement.</p> <p>If Leave and Earnings Statement (LES) is not correct by the next LES release following submission of Parachute Pay, contact CPPA to follow-up with servicing TSC.</p> |

STOP

CLERK START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|--|--|
| CLERK | 2 | Receive, review and dispatch documentation and verify Service Member's eligibility for Parachute Pay | Receive, review and dispatch documentation and verify Service Member's eligibility for Parachute Pay. |
| | 2.6 | Is eCRM case an initial certification of Parachute Pay? | Is eCRM case an initial certification (start or report) of Parachute Pay? If Yes, go to 2.7. If No, go to 3. |
| | 2.7 | Verify eligibility criteria for Parachute Pay | Clerk verifies eligibility criteria for Parachute Pay. Refer to DoD FMR Vol. 7A Chapter 24 and MPM 1220-030. Entitlement to Parachute Pay hazardous duty incentive pay is based upon designation as a parachutist or parachute rigger, or those undergoing training for such designations, who are required to engage in parachute jumping from an aircraft in aerial flight, and who meet the minimum performance requirements of DoD FMR Vol. 7A Chapter 24 and MPM 1220-030. |
| | 2.8 | Review and verify Service Member's pay account | Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA: <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FID 15 (Parachute Pay) status and other pay entitlement status Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|--|---|
| CLERK | 2.9 | Is Service Member eligible for Parachute Pay? | Is Service Member eligible for Parachute Pay? If No, go to 2.10. If Yes, go to 3. |
| | 2.10 | Inform CPPA | Clerk informs CPPA that Service Member is not eligible for entitlement. |
| | 2.11 | Complete final verification and mark eCRM case "Supervisor Review" | Clerk completes final verification and marks eCRM case "Supervisor Review" |
| | 3 | Process Service Member's Parachute Pay entitlement | Process Service Member's Parachute Pay entitlement. The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1501-Start Parachute Duty transaction when the Service Member arrives PCS. The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1502-Stop Parachute Duty transaction when the Service Member departs PCS. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------|--------|---|--|
| CLERK | 3.1 | Create Parachute Pay transaction in NSIPS | <p>Clerk creates Parachute Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 2 Incentive Pay Chapter 3: https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p> <p>Login to NSIPS: Entitlement > Incentive Pay > Use > Incentive Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> · Select Incentive Pay Type (PAR) · Select Start, Stop, Report, Correction, or Change as appropriate · Enter effective date (coincides with PCS orders endorsement or local command memo start date) · Select HALO, if appropriate · Click "Save" <p>For Change transaction, prepare a 1504-Change Parachute Jump Pay transaction to stop the open entry and post the new entry to the account based upon DoD FMR Vol. 7A Chapter 24 criteria.</p> <p>For a Report transaction, prepare a 1503-Report Parachute Jump Pay transaction and enter the inclusive dates for the entitlement.</p> <p>Note 1: To qualify for military free fall HDIP rate, Service Member must perform duty involving parachute jumping as an essential part of such duty in military free fall operations where parachute deployment by the jumper occurs without the use of static lines.</p> <p>Note 2: Only one type of parachute duty payment (regular or military free fall) is authorized for a qualifying period. When a member qualifies for both types of parachute duty, the higher rate of pay is authorized. Unless otherwise restricted by Military Service regulations (for example, restrictions on manning classification), a member who qualifies for a military free fall rate for a month in which the member earlier qualified for the regular rate of parachute pay will be entitled to the difference between the monthly rate of \$150 and \$225.</p> |

CLERK CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|---|---|
| CLERK | 3.2 | Select projected release date and forward to supervisor for audit and release | Clerk selects projected release date and forwards to supervisor for audit and release. |
| | 3.4 | Did Parachute Pay post? | <p>Did Parachute Pay post?</p> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FID 15 posted correctly <ul style="list-style-type: none"> - Regular rate - Military Free Fall rate <p>Refer to DoD FMR Vol. 7A Chapter 24 for current rates.</p> <p>If No, go to 3.5. If Yes, go to 3.6.</p> |
| | 3.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay</p> <ul style="list-style-type: none"> · <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).</p> <p>Go to 3.4.</p> |

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CLERK CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|---------------|--|---|
| CLERK | 3.6 | Complete final verification and mark eCRM case "Supervisor Review" | Clerk completes final verification and marks eCRM case "Supervisor Review". |
| | 3.7 | 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> <ul style="list-style-type: none"> · Endorsed PCS orders · Command qualification memo |
| | 3.8 | Update NSIPS ESR | <p>Update NSIPS ESR, if required.</p> <p>Login to NSIPS: Personnel Maintenance > Personal Data > Use > Personal Data-Create. Enter Service Member's SSN.</p> <p>Go to BSC/NEC Panel:</p> <ul style="list-style-type: none"> · Input NEC · Cite Reason for Change Request |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--------------|--------|--|---|
| CLERK | 3.12 | Is Service Member's entitlement still open? | Is Service Member's entitlement still open? If Yes, go to 4. If No, go to 3.13. |
| | 3.13 | Verify Service Member is removed from monthly tracking report | Clerk verifies Service Member is removed from monthly tracking report. Go to Stop. |
| | 4 | Update and verify Parachute Pay tracking report | Update and verify Parachute Pay tracking report. |
| | 4.1 | Update Parachute Pay tracking report | Clerk updates Parachute Pay tracking report. The clerk ensures Service Member is added to the Parachute Pay tracking report, as required. |
| | 4.2 | Verify Parachute Pay tracking report monthly | Clerk verifies Parachute Pay tracking report monthly. The entitlement does NOT stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1502-Stop Parachute Duty transaction when the Service Member departs PCS. |
| | 4.3 | Resolve discrepancies/ inconsistencies with the CPPA | Clerk resolves discrepancies/ inconsistencies with the CPPA. |
| | 4.4 | Has Service Member's Parachute Pay entitlement status changed, requiring an NSIPS transaction? | Has Service Member's Parachute Pay entitlement status changed, requiring an NSIPS transaction? If Yes, go to 3.1 . If No, go to 4.1 |

STOP

SUPERVISOR START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------------|--------|--|---|
| SUPERVISOR | 2 | Receive, review and dispatch documentation and verify Service Member's eligibility for Parachute Pay | Receive, review and dispatch documentation and verify Service Member's eligibility for Parachute Pay. |
| | 2.1 | Receive eCRM case from customer command | <p>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>https://flankspeed.sharepoint-mil.us.mcas.gov/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>eCRM case to support starting or stopping of Parachute Pay may be part of overall Receipts/Transfer package in support of Permanent Change of Station (PCS) orders. In such case, Parachute Pay would be started by preparing the Start Parachute Pay transaction following the posting of the Activity Gain since the entitlement will not start upon posting of the SG-03 Report PCS Arrival transaction. Likewise, the entitlement will not stop upon posting of the SH-03 Report PCS Departure transaction but rather must be stopped by preparing the Stop Parachute Duty transaction when the Service Member departs PCS.</p> |

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SUPERVISOR CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------------|--------|--|--|
| SUPERVISOR | 2.2 | Review eCRM case | <p>Supervisor reviews eCRM case.</p> <p>The eCRM case should consist of:</p> <ul style="list-style-type: none"> · Endorsed PCS orders for correct Navy Enlisted Classification (NEC) · Command memo (NAVPERS 1070/613) containing date of parachute qualification, type(s) of aircraft in which qualified, unit at which the training was received, and qualification type. · Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapse in parachute duty qualification or disqualification · NAVPERS 1070/613 reporting qualification status per MPM 1220-030 for entry in Service Member's ESR <p>Refer also to MPM 1220-030 Paragraph 9, Recording and Reporting Parachutists Qualification and Disqualification.</p> <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.</p> |
| | 2.3 | Is eCRM documentation complete and sufficient? | <p>Is eCRM documentation complete and sufficient?</p> <p>If No, go to 2.4.</p> <p>If Yes, go to 2.5.</p> |
| | 2.4 | Coordinate with CPPA to complete/correct eCRM case | <p>Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case.</p> <p>Go to 2.3.</p> |

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| SUPERVISOR | 2.5 | Dispatch eCRM case to clerk | <p>Supervisor dispatches eCRM case to clerk.</p> <p>If entitlement is based upon PCS orders, Receipts clerk may forward endorsed orders to appropriate TSC branch/section for processing of entitlement following Activity Gain.</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> |
| | 2.12 | Complete final verification and close eCRM case | <p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed" with appropriate comments.</p> <p>Go to Stop.</p> |
| | 3 | Process Service Member's Parachute Pay entitlement | <p>Process Service Member's Parachute Pay entitlement.</p> <p>The entitlement does not start upon the posting of the SG-03 Report PCS Arrival transaction. The clerk must prepare a 1501-Start Parachute Duty transaction when the Service Member arrives PCS.</p> <p>The entitlement does not stop upon the posting of the SH-03 Report PCS Departure transaction. The clerk must prepare a 1502-Stop Parachute Duty transaction when the Service Member departs PCS.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------------|---------------|---|--|
| SUPERVISOR | 3.3 | Audit and release Parachute Pay in NSIPS | Supervisor audits and releases Parachute Pay in NSIPS. |
| | 3.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay</p> <ul style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to MPA 01/21, Implementation of Requirement to Submit Calculations With All Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).</p> <p>Go to 3.4.</p> |
| | 3.9 | Verify Service Member's NSIPS ESR | Supervisor verifies Service Member's NSIPS ESR, if required. |
| | 3.10 | Complete final verification and close eCRM case | <p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed".</p> |

STOP

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------|--------|--|--|
| | 1 | Prepare and submit forms and/or compile documentation, as required | <p>Prepare and submit forms and/or compile documentation, as required.</p> <p>Parachute Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD 7000.14-R, volume 7A, Chapter 24, for the performance of hazardous duty:</p> <p>The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM1320-030.</p> <p>The Commanding Officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).</p> |
| CPPA | 1.1 | Obtain/complete forms and/or compile documentation | <p>Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required.</p> <p>Note: Service Member may not be responsible to initiate/prepare documentation in support of the entitlement, however a Service Member is responsible for their own pay account, and the SOP step is intended to assign that role/responsibility to the Service Member regardless of their requirement to initiate the documentation.</p> <p>The appropriate commander shall certify that the member has met the requirements for entitlement to Parachute Pay for a given month, as specified in DoD FMR Vol. 7A Chapter 24.</p> <p>Refer also to MPM 1220-030 Paragraph 9, Recording and Reporting Parachutists Qualification and Disqualification</p> <p>Forms/documentation may include:</p> <ul style="list-style-type: none"> · Endorsed PCS orders for correct Navy Enlisted Classification (NEC) · Command memo (NAVPERS 1070/613) containing date of parachute qualification, type(s) of aircraft in which qualified, unit at which the training was received, and qualification type. · Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapse in parachute duty qualification or disqualification <p>Note 1: Only one type of parachute duty payment (regular or military free fall) is authorized for a qualifying period. When a member qualifies for both types of parachute duty, the higher rate of pay is authorized. Unless otherwise restricted by Military Service regulations (for example, restrictions on manning classification), a member who qualifies for a military free fall rate for a month in which the member earlier qualified for the regular rate of parachute pay will be entitled to the difference between the monthly rate of \$150 and \$225.</p> <p>Note 2: Service members performing multiple hazardous duties may receive a maximum of three HDIP payments per month. Multiple HDIP is limited to those members required by orders to perform specific multiple hazardous duties necessary for successful accomplishment of the mission of the unit to which assigned. Members must meet minimum requirements for each hazardous duty.</p> |

CPPA CONTINUED

 **BACK**

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------|---------------|--|---|
| CPPA | 1.3 | Review documentation | CPPA reviews documentation Refer also to MPM 1220-030 Paragraph 9 , Recording and Reporting Parachutists Qualification and Disqualification. |
| | 1.4 | Is documentation complete? | Is documentation complete? If Yes, go to 1.7. If No, go to 1.5. |
| | 1.5 | Request Service Member provide additional supporting documentation | CPPA requests Service Member provide additional supporting documentation. |
| | 1.7 | Assemble and compile documentation | CPPA assembles and compiles documentation for submission to TSC. |

[CONTINUE TO NEXT PAGE](#)

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------|--------|--------------------------------------|--|
| CPPA | 1.8 | Submit documentation to TSC via eCRM | <p>CPPA submits documentation to TSC via eCRM.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:</p> <p>https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021 , all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON Parachute Pay <p>The eCRM case may consist of the following, as applicable:</p> <ul style="list-style-type: none"> · Endorsed PCS orders for correct Navy Enlisted Classification (NEC), if required · Command memo (NAVPERS 1070/613) containing date of parachute qualification, type(s) of aircraft in which qualified, unit at which the training was received, and qualification type. · Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapse in parachute duty qualification or disqualification · NAVPERS 1070/613 reporting qualification status per MPM 1220-030 for entry in Service Member’s ESR <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the “certifying officer” must be submitted with the eCRM case.</p> |

COMMAND LEADERSHIP START



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------------|---------------|--|--|
| COMMAND LEADERSHIP | 1 | Prepare and submit forms and/or compile documentation, as required | <p>Prepare and submit forms and/or compile documentation, as required.</p> <p>Parachute Pay is one of several Hazardous Duty Incentive Pays. Naval personnel entitled to receive basic pay are also entitled to receive incentive pay per DoD 7000.14-R, volume 7A, Chapter 24, for the performance of hazardous duty:</p> <p>The hazardous duty required must be specifically authorized by written orders issued or approved by Chief of Naval Personnel or by commands authorized by Chief of Naval Personnel to issue such orders in accordance with MPM1320-030.</p> <p>The Commanding Officer is responsible for members within the command and ensuring the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).</p> |

STOP