

# NPPSC SOP: Parachute Pay

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**Chief of Naval Personnel**

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Parachute Pay SOP

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**Purpose**

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow to process Parachute Pay. This SOP outlines the roles, responsibilities, and procedures for Customer Commands and Transaction Service Centers (TSCs).

**Roles and Responsibilities**

**CPPA**

The Command Pay and Personnel Administrators (CPPAs) serves as the primary customer service link between command members and the supporting Transaction Service Center (TSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.

**TSC Clerk**

The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to \*create\* NSIPS transactions.

**TSC Supervisor**

The 'Supervisor' is a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist authorized to release NSIPS transactions. If the designated supervisor is not a MILPAY lead/auditor, an authorized TSC Deputy Disbursing Officer (DDO) or senior pay/personnel service representative must audit NSIPS transactions and supporting documentation affecting military pay before release to ensure accuracy, as well as ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA).

## Parachute Pay SOP

**I. CPPA Actions and Responsibilities****1. Prepare and submit forms and/or compile documentation, as required.**

- a. Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA) and submits documentation to CPPA, as required.
  - 1) 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 FMR Vol. 7A Chapter 24](#) for the performance of hazardous duty.
  - 2) 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 [MPM 1320-030](#).
  - 3) 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](#).
  - 4) Refer also to [MPM 1220-030](#) Paragraph 9, Recording and Reporting Parachutists Qualification and Disqualification
- b. CPPA reviews documentation. Forms/documentation may include:
  - 1) Endorsed PCS orders for correct Navy Enlisted Classification (NEC)
  - 2) 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.
  - 3) Locally generated command memo (NAVPERS 1070/613) signed by appropriate authority documenting lapse in parachute duty qualification or disqualification.
- c. Special Requirements
  - 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.
  - 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.
  - 3) Dive and jump program managers will enter dive and jump qualifications into the Dive Jump Reporting System (DJRS) and provide list of qualified individuals to the command pay/personnel administrator (CPPA) within the personnel/administrative office into the Navy Standard Integrated Personnel System (NSIPS). 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.
  - 4) Demolition program managers will track demolition qualifications and provide a list of qualified individuals to the CPPA within the personnel/administrative office for entry into NSIPS. 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.
- d. CPPA submits documentation to TSC via eCRM.

Parachute Pay SOP

I. CPPA Actions and Responsibilities

2. Required KSDs

- a. Ensure the Service member is informed of all required Key Supporting Documents (KSDs). The following documents and forms are required forms and/or documents to process parachute pay.

Required KSD	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Parachute Duty, Navy Enlisted Classification (NEC)	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks	Documenting Qualification, Requalification or Disqualification	<input type="checkbox"/>
DD 577	If Parachute Pay is approved by other than the CO, ensure a DD 577 is provided.	<input type="checkbox"/>

- b. Upon completion, collect and verify all required KSDs.

3. Additional and optional KSDs, as applicable.

- a. The following KSDs are conditional and, when required, must be submitted as an initial or **separate** eCRM case.

Additional/Optional KSDs	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Parachute Duty and Certification in Free Fall Parachute Jumping	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks	Copy of U.S. Military Free Fall Course Certificate	<input type="checkbox"/>

4. Command Responsibilities

- a. The Commanding Officer is responsible for members within the command and ensures the disbursing officer is informed when a member fails to meet performance requirements to qualify for Hazardous Duty Incentive Pay (HDIP).
- b. 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](#).
- c. Refer also to [MPM 1220-030](#) Paragraph 9, Recording and Reporting Parachutists Qualification and Disqualification

5. Timeline for submission of Parachute Pay package.

- a. Complete Parachute Pay package must be submitted within 4 working days of the effective date of the transaction.

6. Parachute Package Submission

- a. Submit the completed Parachute Pay package via eCRM using the following information.

Case Drop Down	Parachute Pay eCRM Case Submission
Subject	Rate/Rank Last Name, First Name, Submission Type (Parachute Pay)
Description	Be thorough in description and required actions to avoid delays
Request Type	MILPAY
Problem Code	Select Problem Code as appropriate. <b>DO NOT</b> submit legal cases or ACC 355 cases via MILPAY
Routed To	TSC Pensacola for COE East. TSC San Diego for COE West (including HI and AK). TSC Great Lakes for personnel in a student status. TSC Yokosuka for COE OCONUS AOR.
Effective Date	Date of case submission, not the effective date of entitlements.
Contact Name	Utilize your Sailor’s SSN or DoD ID to find correct record and prevent a case being opened on the wrong Sailor. This is the Sailor’s information, <b>NOT the CPPA’s</b> .

Note: LEGAL AND MEDICAL RESTRICTED CASES: Do not submit legal (NJP, UA, Deserter, Confinement, etc.) or medical restricted cases (ACC 355 changes) using the MILPAY Request Type. Follow guidance in the Legal Restricted Case Routing Guidance and Gains/Losses Case Routing Guidance available on the MyNavy HR CPPA Resources Page eCRM Library. CPPAs requiring access to submit legal or medical restricted cases will refer to Ops Alert 005-23 for procedures to obtain restricted permissions – Regional Support Centers (RSC) are standing by to assist

Parachute Pay SOP

II. TSC Clerk – Receive, Review, and Process Parachute Pay

1. Case Assignment and Initial Review

- a. Upon eCRM case assignment, clerk will review the Service member’s PCS orders and Parachute Pay entitlement request to ensure required KSD were submitted.

Required KSDs	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Parachute Duty, Navy Enlisted Classification (NEC)	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks	Documenting Qualification, Requalification or Disqualification	<input type="checkbox"/>
DD 577	If Parachute Pay is approved by other than the CO, ensure a DD 577 is provided.	<input type="checkbox"/>

- b. Refer to [Figure 1: eCRM Case Workflow – MILPAY](#) for additional eCRM case workflow guidance.

2. Complete Required Verifications

- a. The clerk shall verify the following prior to processing:
  - 1) Clerk verifies eligibility criteria for Parachute Pay. [Refer to DoD FMR Vol. 7A Chap 24](#) and [MPM 1220-030](#).
  - 2) 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](#).
  - 3) Clerk reviews and verifies Service Member's pay account. Log on to MMPA JJAA:
    - Enter Service Member's SSN
    - Verify FID 15 (Parachute Pay) status and other pay entitlement status
  - 4) 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.

3. Verify and Process Entitlements/Deductions.

- a. Review all active entitlements and deductions for accuracy. Process entitlements and deductions. Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

System	Action	<input type="checkbox"/>
MMPA	“15” Parachute Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Demo Pay FID 10, Dive Pay FID 21, etc.)	<input type="checkbox"/>

- b. If the service member is transferring within the same Accounting and Disbursing Station Number (ADSN), entitlements must be manually verified and stopped, as applicable.

4. Create and Process Parachute Pay in NSIPS

- a. Select Incentive Pay Type (PAR)
- b. Selected Start, Stop, Report, Correction, or Change as appropriate
- c. Enter effective date (coincides with PCS orders endorsement or local command memo start date)
- d. Select HALO, if appropriate
- e. Click “Save”

## Parachute Pay SOP

### II. TSC Clerk – Receive, Review, and Process Parachute Pay

#### 5. Supervisor and/or Auditor Review – Entitlements and Deductions

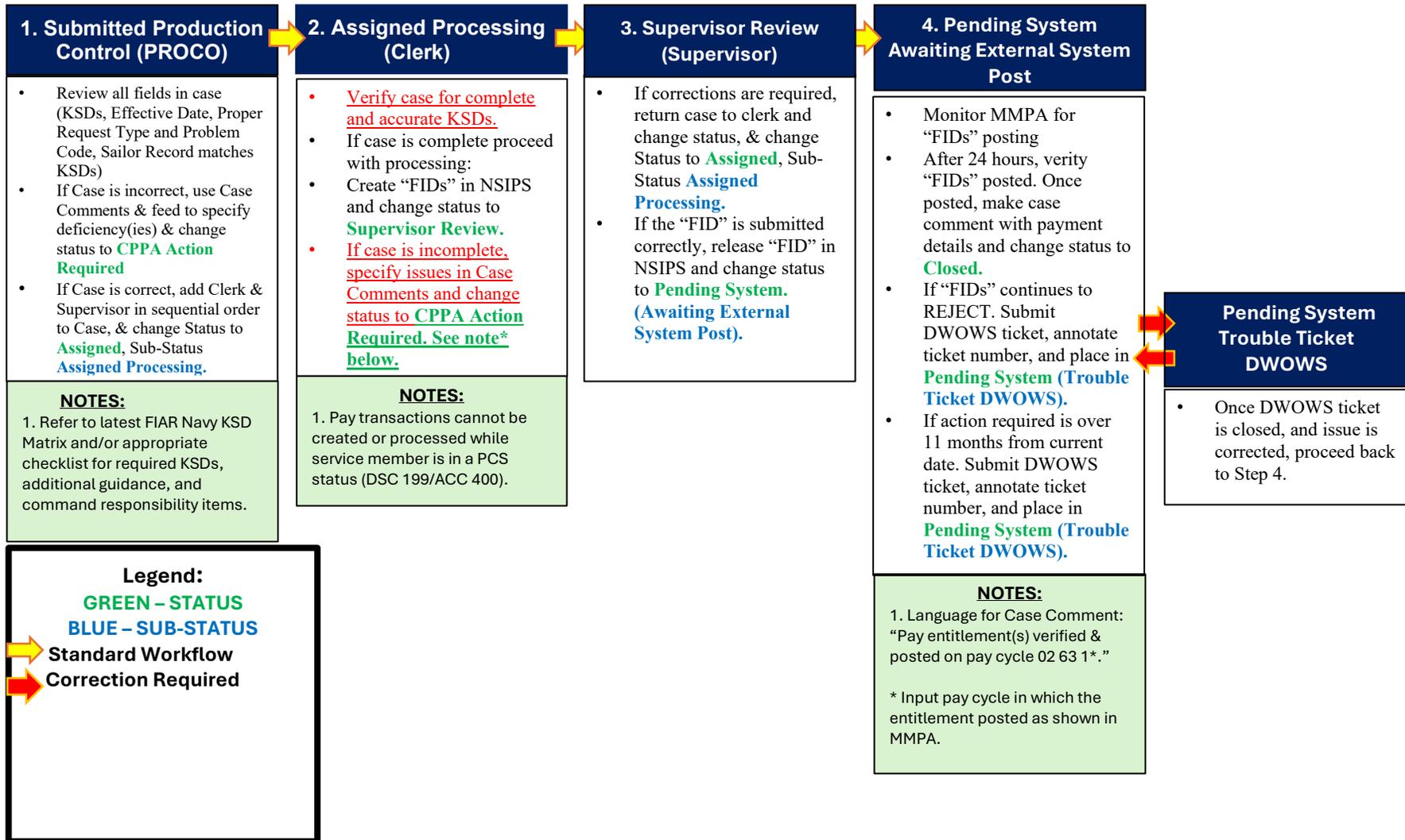
- a. Submit all entitlement and deduction transactions in NSIPS to the supervisor for review and release, as applicable.

#### 6. eCRM Case Routing.

- a. Once all entitlements have been processed in NSIPS, update the eCRM case status to “Supervisor Review.”

PARACHUTE PAY SOP

Figure 1: eCRM Case Workflow – MILPAY



PARACHUTE PAY SOP

III. TSC Supervisor – Process and Audit Parachute Pay

1. Case Assignment and Review.

- a. Upon receipt of eCRM case, supervisor will review the Service member’s PCS orders and Parachute Pay entitlement request to ensure required KSD were submitted.

Required KSDs	Notes	<input checked="" type="checkbox"/>
PCS Orders	Orders requiring Parachute Duty, Navy Enlisted Classification (NEC)	<input type="checkbox"/>
NAVPERS 1070/613 Administrative Remarks	Documenting Qualification, Requalification or Disqualification	<input type="checkbox"/>
DD 577	If Parachute Pay is approved by other than the CO, ensure a DD 577 is provided.	<input type="checkbox"/>

- b. Refer to [Figure 1: eCRM Case Workflow – MILPAY](#) for additional eCRM case workflow guidance.

2. Release Entitlements and Deductions.

- a. Review all entitlements and deductions for accuracy. Ensure entitlements and deductions are processed correctly in NSIPS and released, as applicable.

System	Action	<input type="checkbox"/>
MMPA	“15” Parachute Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Demo Pay FID 10, Dive Pay FID 21, etc.)	<input type="checkbox"/>

3. Release Parachute Pay (Start, Stop, etc.) in NSIPS.

- a. Supervisor reviews and releases Parachute Pay, via NSIPS.

4. Verification of Processed Transactions

- a. Verify processed Parachute Pay entitlements/deductions (Starts, Stops, etc.) posted.

System	Action	<input type="checkbox"/>
MMPA	“15” Parachute Pay	<input type="checkbox"/>
MMPA	Other Hazardous Duty Pay Types, as required (e.g., Demo Pay FID 10, Dive Pay FID 21, etc.)	<input type="checkbox"/>

Note 1: Refer to [DJMS PTG Part 9, Chapter 10](#), Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.

Note 2: Refer to [MPA 05/23](#), Update to 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).

5. Supervisor Reviews Management Reports.

- a. Ensure all transactions are processed. Run reports for accuracy and verify error codes.

6. eCRM Case Review.

- a. Upon completion of all reviews and verifications, update the eCRM case status to “Closed-Completed (Closed).”

## PARACHUTE PAY SOP

### IV. References

1. [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](#)
4. [MILPERSMAN 1320-030 Delegation of Authority to Issue Orders and Administrative Control of Orders and Travel](#)
5. [MILPERSMAN 7220-080 Incentive Pay for Hazardous Duty](#)
6. [MILPERSMAN 7220-112 Pay and Allowance Continuation \(PAC\) Program](#)
7. [MILPERSMAN 7220-114 Naval Special Warfare Skill Incentive Pay](#)
8. [NPPSCINST 5220.2 \(Series\) Standard Management Reports](#)
9. [NPPSCINST 7220.7 \(Series\) Separation of Duties Affecting Military Pay](#)
10. [NPPSCINST 7250.1 \(Series\) Retention of Disbursing Office Records](#)
11. [NAVADMIN 66/16 Navy Audit Document Retention Guidance](#)
12. [MPA 12/13 Required Supporting Documentation on Defense Workload Operations Web System \(DWOWS\) Pay Claim Cases](#)
13. [MPA 49/15 New Automated Disbursing System \(ADS\) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs](#)
14. [MPA 07/16 Mass Transactions Submission Via DWOWS](#)
15. [MPA 11/19 Transition of Naval Special Warfare \(NSW\) Hazardous Duty Incentive Pay \(HDIP\) to NSW Skill Incentive Pay \(Skip\)](#)
16. [MPA 05/23 Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes](#)

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### V. Online Resources

1. MyNavy HR - [CPPA Resources](#)
2. NSIPS - [NSIPS Portal](#)
3. NPPSC - [Ops Alerts](#)

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### VI. Command Aids and User Guides Available Online

1. [Defense Joint Military Pay System \(DJMS\) Master Military Pay Account \(MMPA\) Guide](#)
2. [Defense Joint Military Pay System \(DJMS\) Procedures Training Guide Part 2, Chap 3: Incentive Pay](#)
3. [Defense Joint Military Pay System \(DJMS\) Procedures Training Guide Part 9, Chap 10: Pay Product Delivery](#)
4. [NSIPS Quick Guide](#)

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### VII. Help Desks

1. NSIPS ESR
  - NSIPS Help Desk: 1-833-637-3669 | [nesd@nesd-mail.onbmc.mil](mailto:nesd@nesd-mail.onbmc.mil)
2. MyNavy Career Center (MNCC):
  - 1-833-330-6622 | [askmncc@us.navy.mil](mailto:askmncc@us.navy.mil)