

Receipts Expansion SOP



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Process Name: Receipts Expansion SOP

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| MNCC HRSC, Navy Personnel Command | Navy Pay and Personnel Support Center (NPPSC) | 27-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 during management and administration of a Service Member's Permanent Change of Station (PCS)

Roles / Responsibilities:

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person authorized to *release* NSIPS transactions.

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

- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command).
- CPPA: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.
 Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

Service Member

- Review all "Comply with Items" on BUPERS orders to verify completion of all actions required by the Service Member in order to execute Permanent Change of Station (PCS).
- Obtain Orders endorsement(s) at all I-stops and ultimate duty station, as applicable. NAVADMIN 101/16 identified a deficiency in internal controls that the Navy did not provide sufficient evidence to support whether a travel voucher was submitted within the required five working days due to lack of endorsements on the orders as required by MPM 1320-310. Permanent Change of Station (PCS) Transfer Order Endorsements containing date, time, and place of reporting).

CPPA

- Maintain access to current forms and utilize NPPSC Receipt Checklist (NPPSC 1300/4) to support Receipt (Activity Gain) processing at: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>
- NAVADMIN 101/16 identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Service Members reporting to their ultimate duty station and not in compliance with DoD FMR Vol 9 Chap 8.
- Review PCS orders to verify Service Member completed "Comply with Items" and to ensure that Service Member is processed in accordance with "Comply with Items".
- Per PPIB 16-09 NFR 2015-0025 Corrective Action Plans, CPPAs should review Prospective Gain (PG) reports weekly to identify Service Members arriving within the week and those who have unsubmitted travel vouchers.
- Also Per PPIB 16-09 NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of DoD FMR Vol 9 Chap 8.
- Review PG Listing on a monthly basis and if any corrections are needed, request assistance from the supporting TSC or your command's Placement Coordinator at PERS-4013.

TSC

- Run PG Report in Navy Standard Integrated Personnel System (NSIPS) weekly and regularly contact Customer Commands for Expired Gains IAW MILPERSMAN 1600-120.
- Comply with requirements of NPPSCINST 5220.2 (series) regarding review of Standard Management Reports.
- Run the DMO UHO3 Management Notice to identify the out-of-balance PCS Receipt transactions (Elapsed time is incorrectly accounted for based upon MMPA entries).
- Run the DMO X903 Management Notice to review the Service Member's PCS status to determine if BAQ should be adjusted for the period of PCS.
- Issue and distribute CPPA newsletter to include recently released NAVADMINS/MPAs/PPIBs that pertain to Receipts processing and encourage discussion at CPPA meetings.
- Refer to MPM 1070-111, as required, to ensure NSIPS/ESR data is accurate and up-to-date when generating documents for submission to Official Military Personnel File (OMPF). Information should be verified by commands and/or activities responsible for service record entries before Service Members detach from the old duty station and upon reporting to the new duty station. When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member's effort to resolve the issue as soon as possible.
- 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.

Overall

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

| # | System | Description |
|----|-------------------------------|---|
| 1. | OMPF | <ul style="list-style-type: none"> · OMPF contains electronic images of documents generated throughout the career of every officer and enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF - My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate. |
| 2. | NSIPS/ESR | <ul style="list-style-type: none"> · NSIPS enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate. |
| 3. | DJMS MMPA | <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) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer. |
| 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. | Electronic-Submission (E-Sub) | <ul style="list-style-type: none"> · The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. · All Active Duty and Reserve personnel (less IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu. |
| 6. | eCRM | <ul style="list-style-type: none"> · The eCRM console enables designated command personnel to electronically communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer. |

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. | MyNavy HR | Family Care Plan |
| | | https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Family-Care-Plan/ |
| 3. | MyNavy HR | OHARP/Seminar |
| | | https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/ |
| 4. | Commander, Navy Recruiting Command | Recruiter Assistance Programs |
| | | https://www.cnrc.navy.mil/harp-bjharp-oharp-seminar/ |
| 5. | Commander, Navy Recruiting Command | Enlistment Incentives |
| | | https://www.cnrc.navy.mil/enlisted-incentives/ |
| 6. | Navy Standard Integrated Personnel System (NSIPS) | NSIPS |
| | | https://www.nsips.cloud.navy.mil/my.policy |
| 7. | NPPSC | Ops Alerts |
| | | https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx |

Command Aids and User Guides Available Online:

| # | Sponsor | Document Title and Link |
|----|---|---|
| 1. | DJMS MPA Guide | Defense Joint Military Pay System (DJMS) Master Military Pay Account (MPA) Guide |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |
| 2. | DJMS Navy Procedures Training Guide (PTG): Part 1 Chapter 4 Section B | Activity Gain |
| | | https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide |

Help Desks:

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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-nesdow) nesd@nesd-mail.onbmc.mil · MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil |
| 2. | OMPF | <ul style="list-style-type: none"> · MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil |
| 3. | eCRM | <ul style="list-style-type: none"> · eCRM Help Desk https://navynpc.my.salesforce.mil/ · eCRM Exception to Policy Help Desk ecrmetp@us.navy.mil |

Forms:

| # | Form # | Title |
|----|------------------|---|
| 1. | NAVPERS 1070/613 | Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 2. | NAVPERS 1740/6 | Department of the Navy Family Care Plan Certificate https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 3. | NAVPERS 1740/7 | Family Care Plan Arrangements https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/ |
| 4. | DD1351-2 | Travel Voucher or Subvoucher http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf |
| 5. | DD1351-2C | Travel Voucher or Subvoucher (Continuation Sheet) http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf |
| 6. | DD1561 | Statement to Substantiate Payment of Family Separation Allowance http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1561.pdf |
| 7. | DD2058 | State of Legal Residence Certificate http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2058.pdf |
| 8. | DD2058-1 | State Income Tax Exemption Test Certificate (NJ, NY, and OR) http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd2058-1.pdf |
| 9. | NPPSC 1300/4 | Receipt Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/ |

References:



| # | Doc ID | Title |
|---------------------|------------------------------------|--|
| 1 | JTR | Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees |
| 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 |
| | DoD FMR, Vol. 9 | DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy and Procedures |
| 3 | SECNAV M-1650.1 | Navy And Marine Corps Awards Manual |
| | SECNAV M-5210.1 | Department of the Navy Records Management Program Records Management Manual |
| 4 | OPNAVINST 1160.6 (Series) | Special Duty Assignment Pay (SDAP) Program |
| | OPNAVINST 1740.4 (Series) | U.S. Navy Family Care Policy |
| | OPNAVINST 7220.12 (Series) | Basic Allowance for Housing Entitlements |
| 5 | BUPERSINST 1080.54 (Series) | Enlisted Distribution and Verification Process |
| | 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) |
| | BUPERSINST 1301.40 (Series) | Format and Procedures for Validation and Distribution of the Officer Distribution Control Report (ODCR) |
| | BUPERSINST 1610.10 (Series) | Navy Performance Evaluation System |
| 6 | MILPERSMAN 1050-220 | Recruiting Assistance Leave Program |
| | MILPERSMAN 1050-410 | Consecutive Overseas Tour (COT) and In-Place Consecutive Overseas Tour (IPCOT) Leave Travel Entitlement Policy |
| | MILPERSMAN 1050-440 | Administrative Absence to Obtain a Legal Marriage |
| | MILPERSMAN 1070-111 | Submission of NSIPS and Electronic Service Record (ESR) Documents to OMPF. |
| | MILPERSMAN 1070-270 | Dependency Application |
| | MILPERSMAN 1070-271 | Record of Emergency Data |
| | MILPERSMAN 1070-320 | Administrative Remarks |
| | MILPERSMAN 1306-106 | Time on Station (TOS) and Retainability/Obligated Service (OBLISERV) |
| | MILPERSMAN 1320-310 | Permanent Change of Station (PCS) Transfer Order Endorsements |
| | MILPERSMAN 1326-010 | Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders |
| | MILPERSMAN 1600-120 | Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/Temporary Duty (TEM DU) Orders |
| MILPERSMAN 1746-030 | Meal Passes for Enlisted Personnel | |

References:



| # | Doc ID | Title |
|---------------------------------|--|---|
| 7 | NPPSCINST 4060.1 (Series) | Meal Passes |
| | NPPSCINST 5213.1 (Series) | Forms Management |
| | 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 |
| 8 | NAVADMIN 101/10 | Clarification to Close Proximity Move Policy and Eligibility to Receive Basic Allowance for Housing Based on Previous Permanent Duty Station |
| | NAVADMIN 416/10 | Submarine Duty Incentive Pay Obligated Service Requirement |
| | NAVADMIN 058/14 | Increased Enlisted Personnel Distribution Authority |
| | NAVADMIN 281/14 | U.S. Navy Family Care Policy |
| | NAVADMIN 101/16 | Military Permanent Change of Station Travel Voucher Due Within Five Working Days |
| | NAVADMIN 085/17 | Servicemembers Group Life Insurance Online Enrollment System (SOES) |
| | NAVADMIN 254/17 | Self-Service Record of Emergency Data and Dependency Application Regional Phased Implementation Schedule and Training Availability |
| | NAVADMIN 285/21 | Government Travel Charge Card Use During Permanent Change of Station Lessons Learned |
| | 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 |
| | NAVADMIN 250/22 | eNAVFIT Implementation Update |
| NAVADMIN 259/22 | Publication of BUPERSINST 1610.10f (EVALMAN) CH 1 (Corrected Copy) | |
| NAVADMIN 291/22 | Government Travel Charge Card use in Support of PCS Travel | |
| 9 | PPIB 16-09 | Issue 160901: Travel Claim Control and Submission Procedures |
| | PPIB 16-12 | Issue 161201: Update E-mail Address and Contact Information in NSIPS |
| | PPIB 16-22 | Same Geographical Location Transfers |
| | PPIB 17-01 | Review and Approval of Travel Vouchers |
| | PPIB 18-03 | MILPCS Travel Voucher |
| | PPIB 19-05 | OHA and OCONUS COLA |
| | PPIB 21-28 | Servicemembers Group Life Insurance (SOES) Certification |
| | PPIB 22-22 | Service Member in Transit in Government Quarters |
| PPIB 22-36 | RED DA Pending Transactions | |

SERVICE MEMBER START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|--|--|
| SERVICE MEMBER | 1 | Report to new duty station | Report to new duty station. |
| | 1.2 | Endorse orders | <p>Service Member obtains date/time stamp on original orders from gaining command.</p> <p>Refer to MPM 1320-310. Traveler obtains date/time stamp on original orders from gaining command.</p> <ul style="list-style-type: none"> · Command(s) Reporting to · Date/Time Reported · Printed Name · Signature <p>NAVADMIN 101/16 identified a deficiency that controls over travel voucher submission were not operating effectively due to travel vouchers not being submitted within five working days following the Service Members reporting to their ultimate duty station and not in compliance with DoD FMR Vol 9 Chap 8.</p> <p>Equally important, the Navy did not provide sufficient evidence to support whether the voucher was submitted within the required five working days due to lack of endorsements on the orders as required by MPM 1320-310 Permanent Change of Station (PCS) Transfer Order Endorsements (e.g., date, time, and place of reporting).</p> |
| | 1.3 | Report to Personnel Office/Admin Office/CPPA | Service Member reports to Personnel Office/Admin Office/CPPA, as appropriate. |
| | 1.4 | Provide documentation to the CPPA | Service Member provides documentation to the CPPA. |

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SERVICE MEMBER CONTINUED



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| <p align="center">SERVICE MEMBER</p> | <p align="center">1.4.1</p> | <p align="center">Provide original endorsed orders to CPPA</p> | <p>Service Member provides original endorsed orders with check-in/check-out stamp(s) to include date and location of each intermediate and/or temporary duty station to CPPA.</p> <ul style="list-style-type: none"> · Stamped with check-out date from previous permanent duty station · Stamped with check-in/out date for all intermediate and/or temporary duty station(s) · Stamped with check-in date at new duty station |
| | <p align="center">1.4.2</p> | <p align="center">Provide PIM(s) to CPPA (if applicable)</p> | <p>Service Member provides Performance Information Memorandum (PIM) to CPPA if assigned to any intermediate command(s) for 90 days or less, as appropriate.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|-------------------------|---|
| SERVICE MEMBER | 1.4.3 | Complete travel voucher | <p>Service Member completes Travel Voucher</p> <p>Refer to: 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, NAVADMIN 291/22, Government Travel Charge Card use in Support of PCS Travel, and Ops Alert 003/23, Advance Payment of Dislocation Allowance, for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.</p> <p>Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": https://my.navy.mil/np2.html.</p> <p>Refer also to MILPCS Travel Claim Settlement SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above. Per NAVADMIN 129/22, mandatory use of the MyPCS Travel Voucher and GTCC for PCS will expand to other paygrades as reflected below:</p> <p>a. MyPCS Travel Voucher: 01 Jul 2022, all AD and TAR Service Members in all paygrades are required to use the MyPCS Travel Voucher for submission of PCS travel claims, except for members reporting to commands listed in paragraph 10c. Mandated use of the MyPCS Travel Voucher was previously expanded to include Selected Reservists executing Active Duty for Operational Support and Officer Recall PCS orders.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: On hold. Further guidance will be released once all requirements have been met to support mandatory use of the GTCC for all hands.</p> <p>The MyPCS Travel Voucher is available via MyPCS Mobile on the Navy App Locker at https://www.applocker.navy.mil/#!/apps or MyNavy Portal (MNP) website at https://my.navy.mil/.</p> <p>Service Member will need the following:</p> <ul style="list-style-type: none"> · Stamped Orders · All lodging receipts and other receipts over \$75.00 (not required for food or POV mileage) · Amount of advance travel (if applicable) · Gas receipts for rental car, if rental car authorized for use under orders |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-----------------------|--------|--|--|
| SERVICE MEMBER | 1.4.4 | Obtain and provide a copy of completed travel voucher to CPPA | <p>Service Member obtains a copy of the travel voucher from MyPCS travel voucher and provides a copy of completed travel voucher to CPPA.</p> <p>Refer to NP2 What's New For You (WNFY) CPPA Travel Voucher Processing Guide, specifically the eight step procedure for CPPAs to "Review and Approve Travel Voucher": https://my.navy.mil/np2.html.</p> <p>Refer also to MILPCS Travel Claim Settlement SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>CPPA utilizes travel voucher to compute leave, travel and proceed time to support data field entries on Panel 2 (Delay in Reporting tab) of the Activity Gain. Refer to Steps 5.1 and 5.2 as required.</p> <p>Note: CPPAs Shall NOT suspend processing of Panel 2 if a travel voucher has not been submitted.</p> |
| | 1.4.5 | Does Service Member have documentation for Selective Enlistment Bonus? | <p>Does Service Member have documentation for Selective Enlistment Bonus?</p> <p>Refer to Navy Recruiting Command Enlistment Incentives website, as required: https://www.cnrc.navy.mil/enlisted-incentives/</p> <p>If Yes, go to 1.4.6. If No, go to 1.4.7.</p> |
| | 1.4.6 | Provide Selective Enlistment Bonus documentation to CPPA | Service Member provides Selective Enlistment Bonus documentation to CPPA from the command with competent authority requesting payment. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| <p>SERVICE MEMBER</p> | <p>1.4.7</p> | <p>Did Service Member perform duty in support of RAP or HARP?</p> | <p>Did Service Member perform duty in support of the Recruiter Assistance Programs (RAP) or Hometown Assistance Recruiting Program (HARP)?</p> <p>Refer to Recruiter Assistance Programs: https://www.cnrc.navy.mil/harp-bjharp-oharp-seminar/and/or Hometown Area Recruiting Program (HARP) and https://www.mynavyhr.navy.mil/Career-Management/Detailing/Officer/Pers-41-SWO/Battle-Admin/OHARP-Seminar/ websites as required.</p> <p>If Yes, go to 1.4.8. If No, go to 1.4.9.</p> |
| | <p>1.4.8</p> | <p>Provide CPPA with RAP/HARP Duty NAVPERS 1070/613</p> | <p>Service Member provides CPPA with RAP/HARP Duty NAVPERS 1070/613.</p> |
| | <p>1.4.10</p> | <p>Update email address and contact information in NSIPS</p> | <p>CPPA/Service Member update email address and contact information in NSIPS</p> <p>Per PPIB 16-12 in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.</p> <p>Required action by each member. NSIPS Ashore Users. Log on to your NSIPS self-service account at: https://www.nsips.cloud.navy.mil/my.policy</p> <ul style="list-style-type: none"> · Click on "view personal information", · then "address and phone", · update your address, phone, and email address(es), · then click "save." |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| <p>SERVICE MEMBER</p> | <p>1.4.11</p> | <p>Provide CPPA with verified or updated NAVPERS 1070/602 or RED/DA</p> | <p>Service Member provides CPPA with verified or updated NAVPERS 1070/602 or RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602 or RED/DA.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 or RED/DA in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p> <p>At a minimum, commands must ensure Service Members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p> <ul style="list-style-type: none"> · Upon reporting to a new duty station under permanent change of station (PCS) orders; · Prior to departure on PCS orders; · Prior to deployment, regardless of length; · When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days; · On each occasion when an inactive duty Service member comes on active duty, including active duty training; · When a Service member applies for and upon assignment of Government housing; · When a Service member claims reimbursement for dependent(s)'s travel; · Upon recertification for secondary dependents; or · At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.). |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| <p>SERVICE MEMBER</p> | <p>1.4.14</p> | <p>Provide CPPA with documentation</p> | <p>Service Member provides CPPA with documentation, as applicable.</p> <p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>Documentation may include:</p> <ul style="list-style-type: none"> · Marriage Certificate · Divorce decree · Copy of dependent death certificate · Copy of DD214 for discharged Mil to Mil spouse · Court-ordered child support · Paternity Statement · Child birth certificate · Adoption papers · Secondary dependent documentation <p>Refer to Legacy Page 2, RED/DA, SGLI, and/or FSGLI SOPs for proper processing of any status changes, Service Member benefit designation updates, insurance election coverage changes, etc., as applicable.</p> <p>Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>SGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>FSGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 2 | Verify Service Member's documentation | Verify Service Member's documentation. |
| | 2.1 | Verify Transfer Evaluation is filed in Electronic Service Record (ESR) and OMPF | Service Member/CPPA verifies appropriate transfer evaluation is in Electronic Service Record (ESR) and OMPF and retains a Command copy: <ul style="list-style-type: none"> · NAVPERS 1616/26 (Evaluation Report and Counseling Record (E1-E6)) · NAVPERS 1616/27 (Evaluation and Counseling Record (E7-E9)) |
| | 2.13 | Refer to appropriate SOP to complete processing, as applicable | Service Member/CPPA refer to appropriate SOP to complete processing, as applicable. Refer to Legacy Page 2, RED/DA, SGLI, and/or FSGLI SOP for proper processing of requirements, as applicable. Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx SGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx FSGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 2.15 | Complete NAVPERS 1740/6 and 1740/7 | <p>Service Member completes NAVPERS 1740/6 and 1740/7.</p> <p>For Family Care Plan, Service Member completes NAVPERS 1740/6 and 1740/7 (Department of the Navy Family Care Plan Certificate and Arrangements) and provides forms to FCP Coordinator.</p> <p>Note: CPPA or FCP Coordinator annotates effective date of Family Care plan for subsequent eCRM transmission to TSC for ESR entry.</p> |
| | 8 | Verify proper completion of Receipts process | Verify proper completion of Receipts process. |
| | 8.1 | Verify proper processing of entitlements/deductions and special pay | <p>Service Member verifies proper processing of entitlements/deductions and special pay.</p> <p>If Leave and Earning Statement (LES) is not correct by the next LES release following arrival at PDS, contact CPPA to follow-up with servicing TSC.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SERVICE MEMBER | 8.2 | Verify proper update of ESR and OMPF | <p>Service Member verifies proper update of ESR and OMPF.</p> <p>Verify the following documents were updated in the ESR and properly submitted to the OMPF, as required.</p> <ul style="list-style-type: none"> · Updated RED/DA · NAVPERS 1070/613s (Permanent Page 13s only; see MILPERSMAN 1070-320 for definition of permanent Page 13s) · SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable · SGLV 8286A (Family Coverage Election and Certificate (FSGLI)), if applicable · Certifications and Qualifications, if applicable · Honors and Awards, if applicable <p>Access OMPF: Using CAC and CAC-enabled computer with Internet access, login to BUPERS Online (BOL) at https://www.bol.navy.mil/.</p> <p>When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.</p> <ul style="list-style-type: none"> · On the BOL Applications Menu page, scroll down and click Official Military Personnel File (OMPF) - My Record · Locate Dependency Application (NAVPERS 1070/602) in Field Code 39 · Locate Permanent Page 13s (NAVPERS 1070/613) in Field Code 32 <p>If Service Member does not see the above documents in ESR and/or OMPF within 30 days of arrival at PDS, have CPPA contact Service Member's personnel office or servicing TSC.</p> <p>Access ESR: Using CAC and CAC-enabled computer with Internet access, login to ESR at: https://www.nsips.cloud.navy.mil/my.policy. When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.</p> <ul style="list-style-type: none"> · Dependency Data: On the left navigation bar, go to Electronic Service Record > View > Dependency Data · Emergency Contact: On the left navigation bar, go to Electronic Service Record > View > Emergency Contact · SGLI: On the left navigation bar, go to Electronic Service Record > View > SGLI · Administrative Remarks (Page 13): On the left navigation bar, go to Electronic Service Record > View > Administrative Remarks <p>Note: Refer to the below links for guidance regarding assistance with regard to review of a Service Member's ESR and/or OMPF:</p> <ul style="list-style-type: none"> · ESR: https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Electronic-Service-Record-ESR/ · OMPF: https://www.mynavyhr.navy.mil/Career-Management/Records-Management/OMPF-My-Record/ |

CLERK START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 6 | Process Activity Gain in NSIPS | <p>Process Activity Gain in Navy Standard Integrated Personnel System (NSIPS).</p> <p>Activity Gains that are not processed in a timely manner cause detrimental pay record record issues for Sailors.</p> <p>BOTTOM LINE: All TSCs and CPPAs shall process Activity Gains within 4 working days so commands may reflect accurate FIT/FILL readiness reporting requirements immediately. Do not wait for travel claims, RED/DA or Legacy Page 2 updates.</p> |
| | 6.1 | Was CPPA able to complete Activity Gain in NSIPS? | <p>Was CPPA able to complete Activity Gain in NSIPS?</p> <p>If Yes, go to 6.2 If No, go to 2.16</p> <p>Note: If CPPA was unable to complete Activity Gain, then Clerk completes Activity Gain in Step 2.16 and returns to Step 6.2 after Activity Gain is complete to submit to Supervisor for Audit and Release.</p> |
| | 6.2 | Process/review Activity Gain and send to supervisor for audit and release | <p>Clerk processes/reviews Activity Gain and sends to supervisor for audit and release with supporting documentation.</p> |
| | 6.4 | Did Activity Gain post? | <p>Did Activity Gain post?</p> <p>Check if Gain posted 24 - 48 hours after release of Gain in NSIPS.</p> <p>Verify MMPA using LOPG/L0OG and JJAA to ensure gain posted in both PERS and PAY systems.</p> <p>If No, go to 6.5. If Yes, go to 6.6.</p> |
| | 6.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code (in JJAM) 2. Research reason for error (in JOZA) <ul style="list-style-type: none"> o If error is correctable, correct and resubmit o If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Service (DFAS), if needed <p>Go to 6.4</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 6.6 | Is Service Member updating NAVPERS 1070/602 , SGLI, and/or FSGLI? | Is Service Member updating NAVPERS 1070/602 or RED/DA, SGLI, and/or FSGLI? If Yes, go to 6.7. If No, go to 6.8. |
| | 6.7 | Refer to appropriate SOP to complete processing, as applicable | Clerk refers to appropriate SOP to complete processing, as applicable. Refer to Legacy Page 2, RED/DA, SGLI, and/or FSGLI SOP for proper processing of requirements, as applicable. Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx SGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx FSGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| | 6.8 | Process applicable NAVPERS 1070/613s | Clerk/Supervisor process applicable NAVPERS 1070/613s. |
| | 6.8.1 | Prepare applicable NAVPERS 1070/613 Administrative Remarks | Clerk prepares NAVPERS 1070/613 Administrative Remarks, as applicable. Some common NAVPERS 1070/613 include: <ul style="list-style-type: none"> · Sea Duty Counter/Sea Duty commencement date · Marriage to any Service Member assigned to the same activity · Election of reduced or declined SGLI coverage · SGLI designation other than primary beneficiary · Basic Allowance for Subsistence (BAS) · Maternity Uniform Allowance · Career Sea Pay Premium with supporting documentation · Special Duty Assignment Pay with command authorization letter to start |
| | 6.8.2 | Send NAVPERS 1070/613s to Service Member for review/signature | Clerk sends NAVPERS 1070/613s to CPPA for Service Member review/signature via eCRM, as applicable. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 6.8.3 | Receive Service Member signed NAVPERS 1070/613s from CPPA | Clerk receives Service Member signed NAVPERS 1070/613s from CPPA via eCRM, if applicable. Clerk forwards to supervisor for review and signature. Note: Be sure to collect NAVPERS 1070/613 (Administrative Remarks) |
| | 6.8.5 | Submit signed, permanent NAVPERS 1070/613s to OMPF | Clerk submits signed permanent NAVPERS 1070/613s to OMPF, as required. Permanent NAVPERS 1070/613s shall be submitted to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the OMPF. Refer to MPM 1070-320 for definition of permanent NAVPERS 1070/613s, as required. |
| | 6.9 | Update Service Member's NSIPS ESR | Clerk updates Service Member's NSIPS ESR, as applicable. Under Electronic Service Record: <ul style="list-style-type: none"> · Administrative Remarks · PQS · Course Data · Education · Family Care Plan · Warfare Designation Maintenance · Certs and Quals · History of Assignments Under Personnel Maintenance (Miscellaneous): <ul style="list-style-type: none"> · Honors and Awards Under Personnel Maintenance (Personal Data): <ul style="list-style-type: none"> · Enlisted Warfare Designator · Citizenship Update NAVPERS 1070/602 or RED/DA as required: Note 1: The following is a new requirement for all PERS Clerks to enter Address Clause and Supervisors to verify that it was accomplished in NSIPS RED/DA. Gain Section: PERS Clerk enters an Address Clause in the DA (NAVPERS 1070/602) with the following: From: Address Information (Old Address) To: Address Information (New Address) Note 2: The address for the SM and Spouse could be different; ensure that previous spouse address is verified as they could both have different home addresses and both should be documented in the Clause Remarks as: From: Service Member Address: To: Service Member Address: Only enter Spouse address if different from SM address. From: Spouse Address: To: Spouse Address: |

CLERK CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | 7 | Process Service Member's entitlements | Process Service Member's entitlements. |
| CLERK | 7.1 | Start and stop Service Member's entitlements/deductions and special pay, as appropriate | <p>Clerk starts and stops Service Member's entitlements/deductions and special pay, as appropriate IAW DoD FMR Vol. 7A, Vol. 9, and/or JTR.</p> <p>Important Caution: If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SG03). Refer to SDAP SOP, as required.</p> <p>If entitled to Special Duty Assignment Pay (SDAP), ensure receipt of appropriate documentation required by OPNAVINST 1160.6 (series) and current NAVADMIN.</p> <p>Refer to SDAP SOP as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Refer to Pay Process SOPs as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <ul style="list-style-type: none"> · Start and stop appropriate entitlements in NSIPS · Start and stop all appropriate deductions in DMO · Start BAH, COLA, OHA, OCOLA, if applicable · Start Meal Deduction, if applicable <p>Note 1: Refer to PPIB 19-05, OHA and OCONUS COLA, for personnel who transferred from overseas location to determine eligibility for OHA and OCONUS COLA entitlement based upon actual departure from PDS based upon comparison of SH-03 event and DD 1351-2.</p> <p>Note 2: Refer to NAVADMIN 101/10 for BAH entitlement regarding close proximity move, as applicable.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CLERK | 7.2 | Issue meal pass, if applicable | Clerk issues meal pass, if applicable. Note: Service Member must be present prior to issuing meal pass. Refer to Meal Deduction SOP as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| | 7.3 | Forward all appropriate entitlements and deductions to supervisor for audit and release | Clerk forwards all appropriate entitlements and deductions to supervisor for audit and release. Supervisor releases entitlements and deductions, as required. |
| | 7.4 | Did all entitlements/ deductions post? | Did all entitlements/deductions post? Check if entitlements/deductions posted in MMPA 24-48 hours after release. If No, go to 7.5. If Yes, go to 7.6 . |
| | 7.5 | Determine reason for posting delay | Clerk and supervisor determine reason for posting delay. 1. Check message status inquiry in NSIPS for error code (in JJAM) 2. Research reason for error (in JOZA) <ul style="list-style-type: none"> · If error is correctable, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed Go to 7.4 |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| <p>CLERK</p> | <p>7.6</p> | <p>Complete final verification and mark eCRM case "Supervisor Review"</p> | <p>Clerk completes final verification and marks eCRM case "Supervisor Review".</p> <p>Clerk conducts final review of Receipt Checklist, NPPSC 1300/4, verifies completion of checklist, and compiles Pay Retain File.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> |
| | <p>7.8</p> | <p>Archive Retain File</p> | <p>Clerk archives Retain File.</p> <p>Verify Retain File is in accordance with NPPSCINST 7250.1 (series), Retention of Disbursing Office Records and current NPPSC 1300/4 Receipt Checklist.</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> |

STOP

SUPERVISOR START

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 3 | Receive, review, and correct Receipts package | Receive, review, and correct Receipts package. |
| | 3.1 | Receive eCRM Receipts package | <p>Receipts Supervisor receives eCRM Receipts package for processing.</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: https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> |
| | 3.2 | Review Receipts package | <p>Supervisor reviews Receipts package.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>Note: Refer to current NPPSC 1300/4 Receipt Checklist to validate Receipts package requirements, as necessary:</p> |
| | 3.3 | Is Receipts package complete and accurate? | <p>Is Receipts package complete and accurate?</p> <p>If No, go to 3.4.</p> <p>If Yes, go to 4.</p> |
| | 3.4 | Coordinate with CPPA to obtain missing documents and/or correct discrepancies | <p>Supervisor coordinates with CPPA to obtain missing documents and/or correct discrepancies.</p> <p>Note: Receipts processing may continue while this step is being completed.</p> |

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| SUPERVISOR | 4 | Review and verify Service Member's pay and personnel accounts | Review and verify Service Member's pay and personnel accounts. |
| | 4.1 | Verify Service Member's PCS orders match MMPA (JJAA and LOPG/L0OG) | Supervisor verifies Service Member's PCS orders match MMPA (JJAA and LOPG/L0OG). Verify original orders are stamped with all detaching and reporting endorsements and dates match MMPA. JJAA: · SH: DDLDS (Date Departure Last Duty Station) · SG: ARRIVE LOPG: · Page 1: Activity Name, Past, DTROB, DTTRF L0OG: · Screen 04: Duty Station History, From, To, Duty Station |
| | 4.2 | Verify Service Member has sufficient OBLISERV | Supervisor verifies Service Member has sufficient Obligated Service (OBLISERV) as stated in "Comply with Items" of orders (Enlisted only). Note: CPPA has already performed this verification in Step 2 Verify the following: · In LOPG, check Page 3, Expiration of Active Obligated Service (EAOS) and Soft-EAOS (S-EAOS) · Enter verb JJAA (pay account) and check that extensions match FIDs TH (Expiration Term of Service) and TU (Date of Separation) |
| | 4.3 | Verify Activity Loss has posted | Supervisor verifies Activity Loss has posted. Supervisor reviews Service Member's personnel account: · LOPG (for Enlisted): Pages 3 and 6 · L0OG (for Officers): Screen 01 |
| | 4.3.1 | Has Activity Loss posted? | Has Activity Loss posted? If No, go to 4.3.2. If Yes, go to 4.4. |
| | 4.3.2 | Contact previous servicing TSC | Supervisor contacts previous servicing TSC to determine reason for posting delay and to notify previous TSC that Activity Gain is being delayed pending Activity Loss. |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 4.4 | Review all open entitlements, allowances, and deductions | <p>Supervisor reviews all open entitlements, allowances, and deductions.</p> <p>Enter JJAA and check the following Format Identifiers (FIDS):</p> <ul style="list-style-type: none"> · A screens: Allotments · D/H screens: Deductions/Held Pay <ul style="list-style-type: none"> o DB: SGLI o DN: Meal Deduction (Enlisted Only) o DQ: Indebtedness for Overpayment of Military Pay/Allowances (after gain posted) o DS: Deduction for Other Types of Indebtedness (after gain posted) o HG: Pay Held Garnishment · E-O screens, e.g.: Entitlements/Allowances <ul style="list-style-type: none"> o 35: BAQ o 36: BAQ Diff o 68: BAH o 40: BAS o 27: Career Sea Pay (CSP) o T2: Sea Duty Counter o 37: Career Sea Pay Premium (CSPP) o 65: FSA <p>Note: If Service Member was assigned back-to-back sea duty tours, determine eligibility for CSPP. Refer to CSPP SOP, if required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <ul style="list-style-type: none"> · F screens: Taxes <ul style="list-style-type: none"> o FJO: Federal Withholding o FKO: State Withholding · LG: PACIDIN/UIC Location/Command Identity · MC: Name · MG: Taxing/Authority – City/State · R8/34: Selective Enlistment Bonus <p>Note: National Call to Service (NCS) participants will be paid their Enlistment Bonus after completion of Active Duty and after gained to the Navy Reserve Center (NRC).</p> <ul style="list-style-type: none"> · PX: Pay Regular/One-Time Delinquent Posting <p>Note: Month End Restructure (MER) occurs when pay authorization precedes actual payment. When payment is received by end of the month, the PX posting will close with reported payment.</p> <ul style="list-style-type: none"> · SB: Leave · SG: Permanent Change of Station Arrival · SH: Permanent Change of Station Departure |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 4.5 | Verify Service Member eligibility for Selective Enlistment Bonus | <p>Supervisor verifies Service Member eligibility for Selective Enlistment Bonus and/or other enlistment incentives.</p> <p>Supervisor verifies special bonuses/enlistment incentives in the Service Member's OMPF to ensure all documents, especially annexes, are current.</p> |
| | 4.6 | Annotate pay entitlement stops and starts affected by Activity Loss and Activity Gain | <p>Supervisor annotates pay entitlement stops and starts affected by Activity Loss and Activity Gain.</p> <p>Refer to current Receipt Checklist, NPPSC 1300/4 to document NSIPS/MMPA requirements, as necessary.</p> <p>Note: Entitlements/deductions vary by person. Validate entitlements/deductions that will stop, start, and/or continue in conjunction with orders, as applicable.</p> |
| | 5 | Review leave, travel, and proceed time | Review leave, travel, and proceed time. |
| | 5.1 | Review DD1351-2 and DD1351-2C for Service Member and dependents, if applicable | <p>Supervisor reviews DD1351-2 (Travel Voucher or Subvoucher) and DD1351-2C (Travel Voucher Continuation Sheet) for Service Member and dependents, if applicable.</p> <p>Note 1: Refer to NAVPERS 1070/613 for Administrative Absence to obtain a Legal Marriage, if circumstances apply and documentation was submitted in conjunction with Receipts package.</p> <p>Note 2: When endorsements or stamps are missing from PCS orders, Receipts Supervisor requires DD1351-2 or equivalent to calculate leave, proceed, and travel time that was executed in conjunction with orders to process Service Member's Activity Gain. However, Receipts Supervisor should NEVER delay gain processing if travel vouchers are NOT submitted with Receipts package. If Gain corrections are required, the corrections should be made when the documentation is received.</p> <p>Note 3: Refer to PPIB 19-05, OHA and OCONUS COLA, for personnel who transferred from overseas location. For personnel who were deployed away from their homeport/PDS at the time of PCS detachment and returned to their homeport/PDS to commence execution of a PCS transfer, and who were receiving OHA and OCONUS COLA, gaining commands (CPPAs and TSCs) should take the following action if the dates are different:</p> <p>Report the inclusive period from the (date of SH03) to (date of departure from area of PDS listed on the DD form 1351-2) if the dates are different on the below listed NSIPS FIDs, as appropriate:</p> <ul style="list-style-type: none"> · FID 4303 REPORT- HOUSING ALLOWANCE OVERSEAS (OHA) · FID 4503 REPORT- FAMILY SEPARATION OVERSEAS HOUSING ALLOWANCE (FSHCOLA) · FID 4603 REPORT- COST OF LIVING ALLOWANCE (COLA) |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 5.2 | Review leave, travel, and proceed time computation | <p>Supervisor reviews leave, travel, and proceed time computation IAW applicable MILPERSMAN articles and DJMS PTG.</p> <p>Refer to Leave Processing in lieu of Electronic Leave (E-Leave) SOP to manually process Administrative Absence to obtain a Legal Marriage, similar to Paternity Leave processing within that same SOP, until such time as Navy Standard Integrated Personnel System (NSIPS) E-Leave is updated to facilitate this type of administrative absence.</p> <p>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |
| | 6 | Process Activity Gain in NSIPS | <p>Process Activity Gain in Navy Standard Integrated Personnel System (NSIPS).</p> <p>Activity Gains that are not processed in a timely manner cause detrimental pay record record issues for Sailors.</p> <p>BOTTOM LINE: All TSCs and CPPAs shall process Activity Gains within 4 working days so commands may reflect accurate FIT/FILL readiness reporting requirements immediately. Do not wait for travel claims, RED/DA or Legacy Page 2 updates.</p> |
| | 6.3 | Audit and release Activity Gain in NSIPS | <p>Supervisor audits and releases Activity Gain in NSIPS. Refer to prior reviews in Steps 3 through 5.2</p> <p>Note: Active Duty Personnel Supervisors will no longer be able to act as final approval authority for Reenlistments, Extensions, Conversion/Reversion, Gain Functional Identification Numbers (FIDS), Legal, Casualty Losses, Allotments, Special Duty Assignment Pay (SDAP), Service Dates, and Retain in Service. Once an Active Duty Personnel Supervisor approves the transaction, they will be required to route to a Pay Clerk or Pay Supervisor. The Pay Supervisor will be the final approval authority.</p> <p>If a current Active Duty Personnel Supervisor does not have a Pay Clerk or Pay Supervisor as the next Role in the workflow routing chain, they will receive the following error: "To comply with DoD FMR, Volume 5 (Separation of Duties), this transaction must be approved by a Pay Supervisor. Please add a Pay Clerk and/or Pay Supervisor to your Personnel Supervisor Account." When the Active Duty Personnel Supervisor clicks OK to clear this message, they will receive the normal Route to Operator where they can enter the Operator ID of a Pay Clerk or Pay Supervisor.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| SUPERVISOR | 6.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code (in JJAM) 2. Research reason for error (in JOZA) <ul style="list-style-type: none"> o If error is correctable, correct and resubmit o If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Service (DFAS), if needed <p>Go to 6.4</p> |
| | 6.8 | Process applicable NAVPERS 1070/613s | Clerk/Supervisor process applicable NAVPERS 1070/613s. |
| | 6.8.4 | Review and sign NAVPERS 1070/613s, as required | Supervisor reviews and signs NAVPERS 1070/602 or RED/DA and NAVPERS 1070/613s, as required. |
| | 6.10 | Verify Service Member's NSIPS ESR | Supervisor verifies Service Member's NSIPS ESR, as required. |
| | 7 | Process Service Member's entitlements | Process Service Member's entitlements. |
| | 7.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code (in JJAM) 2. Research reason for error (in JOZA) <ul style="list-style-type: none"> · If error is correctable, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact DFAS, if needed <p>Go to 7.4</p> |
| | 7.7 | Conduct final audit | <p>Supervisor conducts final audit, to include:</p> <ul style="list-style-type: none"> · Review Management Reports: <ul style="list-style-type: none"> o NSIPS Pending Transaction Report o NSIPS Feedback Accepted/Rejected Reports o DMO All Transaction Report o Review X903 (BAH-Transit) Management Report and adjust Service Member's BAH Transit entitlement, if necessary o Review UH03 PCS Elapsed Time Report and make corrections to elapsed time reported, as necessary · Check all entitlements in MMPA · Check SG (Permanent change of Station Arrival) screen in JJAA. Indicator should reflect "2" when leave, travel, and proceed time equal elapsed time. If indicator is "1", review and correct elapsed time, as required · Ensure completion of NPPSC 1300/4 Receipt Checklist · Mark eCRM case "Completed" <p>Note: Supervisor refers to current NPPSC 1300/4 Receipt Checklist to support audit requirements, as necessary.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 1 | Report to new duty station | Report to new duty station. |
| | 1.1 | Review Prospective Gain (PG) Report to identify new arrivals | <p>CPPA reviews Prospective Gain (PG) Report to identify new arrivals</p> <p>NSIPS 1.4.6 (released JUN 2016) established new features for the CPPA role for the active duty component, which included the capability to access and print NSIPS Standard Reports for their Unit Identification Code (UIC) including the Prospective Gain (PG) Report.</p> <p>Per PPIB 16-09 NFR 2015-0025 Corrective Action Plans, CPPAs should review Prospective Gain (PG) reports weekly to identify Service Members arriving within the week and those who have unsubmitted travel vouchers.</p> <p>Also Per PPIB 16-09 NFR 2015-0025 Corrective Action Plans, local Command Pay and Personnel Administrators (CPPA) will ensure travelers are aware of the five working day voucher submission requirement and that every effort is made to strictly adhere to the provisions of DoD FMR Vol 9 Chap 8.</p> <p>Notify Chain of Command and TSC of any delays in reporting.</p> |
| | 1.4.4 | Obtain and provide a copy of completed travel voucher to CPPA | <p>Service Member obtains a copy of the travel voucher from MyPCS travel voucher and provides a copy of completed travel voucher to CPPA.</p> <p>Refer to NP2 What's New For You (WNFY) CPPA Travel Voucher Processing Guide, specifically the eight step procedure for CPPAs to "Review and Approve Travel Voucher": https://my.navy.mil/np2.html.</p> <p>Refer also to MILPCS Travel Claim Settlement SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>CPPA utilizes travel voucher to compute leave, travel and proceed time to support data field entries on Panel 2 (Delay in Reporting tab) of the Activity Gain. Refer to Steps 5.1 and 5.2 as required.</p> <p>Note: CPPAs Shall NOT suspend processing of Panel 2 if a travel voucher has not been submitted.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 1.4.9 | Prepare NAVPERS 1070/613 to document Administrative Absence, only if applicable | <p>CPPA prepares NAVPERS 1070/613 to document Administrative Absence to obtain a legal marriage, only if applicable</p> <p>Comply with administrative requirements set forth in MPM 1050-440, Administrative Absence to Obtain a Legal Marriage.</p> <p>Eligible Service Members who wish to marry during Continuous Overseas Tours (COT) Permanent Change of Station (PCS) must request Administrative Absence from their gaining command prior to executing their orders.</p> <p>Note 1: Service Members executing a COT PCS to a duty station that allows the Service Member to legally marry are not eligible for administrative absence under this policy.</p> <p>Note 2: Service Members executing a COT PCS from a duty station in a country or jurisdiction that does not allow the Service Member to legally marry to a new duty station in a country or jurisdiction that also does not allow the Service Member to legally marry, can be authorized administrative absence enroute. The number of days authorized shall be calculated by the gaining command as if the Service Member was already stationed in the location of the gaining command.</p> <p>If Service Member did not comply with requirements of MPM 1050-440 or provide legal proof of same sex marriage, then Service Member will be charged ordinary/annual leave.</p> <p>Administrative absence will be documented in an eligible Service Member's record with a permanent NAVPERS 1070/613 Administrative Remarks entry. The signed NAVPERS 1070/613 must be entered into the Service Member's official military personnel file (OMPF). The required language for NAVPERS 1070/613 can be found on the LGBT Resources Webpage at: https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Diversity-Equity-Inclusion/LGBT-Resources/</p> |
| | 1.4.10 | Update email address and contact information in NSIPS | <p>CPPA/Service Member update email address and contact information in NSIPS</p> <p>Per PPIB 16-12 in an effort to establish a unified listing of current email addresses to ensure vital information can be communicated directly with all navy members in a timely manner the below action is required upon each PCS Transfer or Change in Component, i.e., Active Component to Reserve Component or Reserve Component to Active Component.</p> <p>Required action by each member.</p> <p>NSIPS Ashore Users. Log on to your NSIPS self-service account at: https://www.nsips.cloud.navy.mil/my.policy</p> <ul style="list-style-type: none"> · Click on "view personal information", · then "address and phone", · update your address, phone, and email address(es), · then click "save." |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 1.4.12 | Determine Service Member's intent to update SGLI and/or FSGLI | <p>CPPA determines Service Member's intent to update SGLI and/or FSGLI regardless of whether there's an update to Service Member's NAVPERS 1070/602 or RED/DA.</p> <p>Refer to NAVADMIN 085/17, as applicable. SGLI election, validation and election updates should only be manually processed in extenuating circumstances when Service Member does not have access to Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES).</p> <p>NAVADMIN 085/17 announced the launch of the Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES). SOES is a web-based system available through My Navy Portal that allows Sailors to validate or change SGLI or Family SGLI (FSGLI) coverage amounts and beneficiaries quickly and easily without using paper forms. SOES is available 24 hours a day and provides detailed guidance to Sailors that enables them to make informed decisions on their life insurance policy elections.</p> |
| | 1.4.13 | Has Service Member's dependency status or beneficiary election changed from prior duty station? | <p>Has Service Member's dependency status or beneficiary election changed from prior duty station?</p> <p>Per MPM 1070-270 the following changes require a NAVPERS 1070/602 or RED/DA update:</p> <p>Service member enters or re-enters the Navy or Navy Reserve following a break in service or there is a change in:</p> <ul style="list-style-type: none"> (1) dependent status or number of dependents (2) name or address of a dependent (3) next of kin other than a dependent (4) permanent duty station (5) deployment or individual augmentee status (6) citizenship of spouse (7) secondary dependency status (8) any required entries in the Remarks section <p>If Yes, go to 1.4.14.</p> <p>If No, go to 1.5.</p> |
| | 1.5 | Compile Service Member's documentation and initiate NPPSC 1300/4 | <p>CPPA compiles Service Member's documentation and initiates NPPSC 1300/4 (Receipt Checklist)</p> <p>Obtain current versions of NPPSC1300/4 at: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> |

CPPA CONTINUED

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 2 | Verify Service Member's documentation | Verify Service Member's documentation. |
| | 2.1 | Verify Transfer Evaluation is filed in Electronic Service Record (ESR) and OMPF | Service Member/CPPA verifies appropriate transfer evaluation is in Electronic Service Record (ESR) and OMPF and retains a Command copy: <ul style="list-style-type: none"> · NAVPERS 1616/26 (Evaluation Report and Counseling Record (E1-E6)) · NAVPERS 1616/27 (Evaluation and Counseling Record (E7-E9)) |
| | 2.2 | Verify PIM requirements are met, if applicable | <p>CPPA verifies PIM requirements are met, if applicable.</p> <p>CPPA verifies Service Member has a PIM for any intermediate and/or temporary duty station assignment of less than 90 days.</p> <p>Note: A PIM may include information that should be recorded on the NAVPERS 1070/881 and/or NAVPERS 1070/880. They may be retained in the new command's evaluation file or discarded when they have served their purpose.</p> |
| | 2.3 | Verify Service Member has sufficient OBLISERV (Enlisted only) | <p>CPPA verifies Service Member has sufficient Obligated Service (OBLISERV) as stated in "Comply with Items" of orders (Enlisted only).</p> <p>CPPA coordinates with TSC to verify OBLISERV requirements have been met.</p> <p>Contact appropriate Enlisted Community Manager to resolve/clarify any OBLISERV issues/discrepancies, as required.</p> <p>Note: Ensure Enlisted Submarine personnel are aware of 18-month OBLISERV requirement, beyond current PRD, for continued eligibility for CONSUBPAY. Refer to NAVADMIN 416/10 as required.</p> |
| | 2.4 | Verify appropriate screenings have been conducted | CPPA verifies appropriate screenings have been conducted/documentated consistent with requirements of Service Member's orders. |
| | 2.5 | Does previous duty station(s) need to be contacted for clarification/documentation? | <p>Does previous duty station(s) need to be contacted for clarification/ documentation?</p> <ul style="list-style-type: none"> · Orders endorsement clarification · Transfer evaluations · PIM(s) · OBLISERV · Required Screenings <p>If Yes, go to 2.6.</p> <p>If No, go to 2.10.</p> |

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| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 2.6 | Contact previous duty station(s) to obtain clarification/documentation | <p>CPPA contacts previous duty station(s) to obtain clarification/documentation.</p> <ul style="list-style-type: none"> · Contact previous intermediate and/or temporary duty station(s) to obtain check-in/out date and location information, if required · Contact previous duty station(s) to determine status of missing transfer evaluation(s), if required · Contact previous intermediate and/or temporary duty station(s) to obtain Service Member's PIM(s) if assigned 90 days or less, as required · Contact previous duty station to determine status of Extension of Enlistment or Reenlistment, as appropriate · Contact previous command to determine status of screening documentation consistent with requirements of Service Member's orders <p>NOTE: Do Not Delay Submission of Receipts (Gain) package to TSC awaiting documentation/clarification from previous commands.</p> |
| | 2.7 | Have OBLISERV requirements been met? | <p>Have OBLISERV requirements been met?</p> <p>If No, go to 2.8.</p> <p>If Yes, go to 2.10.</p> |
| | 2.10 | Verify Service Member's documentation for BAH and/or other entitlements | <p>CPPA verifies documentation for BAH and/or other entitlements (allowances/deductions) based upon orders and billet assignment, as applicable.</p> <p>Comply with customer command documentation requirements specified in the BAH SOP. Refer to BAH SOP as required:</p> <p>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Documentation provided will support some common entitlements identified below:</p> <ul style="list-style-type: none"> · Basic Allowance for Housing (BAH) · Command Letter for Close Proximity Move, if applicable · Basic Allowance for Quarters (BAQ Diff) · State of Legal Residence Form, DD2058, if applicable · State Income Tax Exemption Test Certificate (NJ, NY, and OR), DD2058-1, if applicable · Basic Allowance for Subsistence (BAS)/Meal Deduction (DN) · SGLI/FSGLI · Etc. <p>Note: Service Member's pay account is reconciled following Activity Gain. CPPA should not delay submission of Receipts package for pay documentation. Submit pay documentation to TSC when it becomes available.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| | 2.11 | Verify Service Member's eligibility for special pay | <p>CPPA verifies Service Member's eligibility for special pay consistent with orders and billet assignment.</p> <p>Refer to Pay Process SOPs as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Comply with customer command documentation requirements specified in Pay Process SOPs.</p> <p>Some common special pays are identified below:</p> <ul style="list-style-type: none"> · Career Sea Pay/Career Sea Pay Premium (CSP/CSPP) · Family Separation Allowance (FSA), DD1561 <ul style="list-style-type: none"> o FSA-S (Ship) o FSA-R (Restricted) o FSA-T (Temporary) · Special Duty Assignment Pay (SDAP) · Command Responsibility Pay for Commanding Officers · Hardship Duty Pay (including TEMPO) · Hostile Fire Pay/Imminent Danger Pay (HFP/IDP) <p>Important Caution: Verify whether Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC.</p> <p>If the Service Member is transferring to a UIC within the same command and currently receiving SDAP and entitled to SDAP at new UIC, special caution needs to be taken to Stop SDAP (3002) at former UIC and start SDAP (3001) at new UIC following the posting of the Activity Gain (SG03). Refer to SDAP SOP, as required.</p> |
| | 2.12 | Is Service Member updating NAVPERS 1070/602, SGLI, and/or FSGLI? | <p>Is Service Member updating NAVPERS 1070/602 or RED/DA, SGLI, and/or FSGLI? If Yes, go to 2.13. If No, go to 2.14.</p> |
| CPPA | 2.13 | Refer to appropriate SOP to complete processing, as applicable | <p>Service Member/CPPA refer to appropriate SOP to complete processing, as applicable.</p> <p>Refer to Legacy Page 2, RED/DA, SGLI, and/or FSGLI SOP for proper processing of requirements, as applicable.</p> <p>Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>SGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>FSGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |
| | 2.14 | Does Service Member require a new or updated Family Care Plan? | <p>Does Service Member require a new or updated Family Care Plan? Refer to NAVADMIN 281/14.</p> <p>Service Members are responsible to ensure family members/dependents are cared for during deployments, reserve mobilizations, and temporary duty, as well as at all other times during which the Service Member is unavailable. Formal documentation of a Family Care Plan is required under any of the following conditions:</p> <ul style="list-style-type: none"> · A Service Member with primary or shared physical custody of a minor child or children who is not married to the other natural or adoptive parent of the minor child or children. · Both Service Members of a married dual military couple where one or both have primary or shared physical custody of a minor child or children. · Service Members who are legally responsible for an adult family member who is incapable of providing for themselves in the absence of the Service Member. <p>Refer to Family Care Plan website for additional resources if required: https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Family-Care-Plan/</p> <p>If Yes, go to 2.15. If No, go to 2.16.</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 2.16 | Complete Activity Gain in NSIPS | <p>CPPA completes Activity Gain in NSIPS.</p> <p>Note 1: Data required to complete Gain panels vary from Service Member to Service Member. Input information as applicable.</p> <p>Note 2: If CPPA is unable to complete Activity Gain, then Clerk completes Activity Gain (as directed from Step 6.1) and returns to Step 6.2 after Activity Gain is complete to submit to Supervisor for Audit and Release.</p> <p>Login to NSIPS: To complete the Activity Gain, complete Panel 1 (Report tab), Panel 2 (Delay in Reporting tab), Panel 3 (Misc Data tab), and Panel 4 (Additional Reporting tab).</p> <p>Report tab (Panel 1):</p> <ul style="list-style-type: none"> · Action Reason: The Action Reason is updated based on the orders type (Activity, TAD, PEB, TEMDU, etc.) or if the member has not reported to the activity (FTR- Failed to Report). · UIC Report To: If NSIPS has PCS orders in the system and your command is listed in the orders as the Ultimate Duty Station, UIC will automatically populate with your command's UIC otherwise enter Unit Identification Code (UIC) of Gaining Command. · Report Date: Date Reported to Gaining Command (obtain from orders) · Geographic Duty Location: Auto-populates based upon Gaining Command UIC · PSI-PRD: Obtain from orders · UIC Received From: Update only if required (obtain from orders) <p>NOTE: If UIC Received From does not match the previous duty station listed on the members PCS Orders, the Sailor may not have been properly reported at the last duty station. This unaccounted for time must be accounted for on the Additional Reporting tab (Panel 4).</p> <ul style="list-style-type: none"> · Loss Date: Update only if required (obtain from orders) · ACC: Accounting Category Code - Onboard Duty Status. Update if required (obtain from orders) · ADSN Indicator: ADSN Indicator - auto-populates, correct entry if required <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"> o No- ADSN is Changing, if the old and new command falls under the same ADSN. o Yes- ADSN is Not Changing, if the old and new command falls under the same ADSN. <ul style="list-style-type: none"> · Sea Duty Commencement Date - SDCC (will gray out if not applicable), only used for sea duty commands (Type 2 and 4): <ul style="list-style-type: none"> o Establishes Career Sea Pay Premium (CSPP) date o Populates CSPP report o Ensure SDCC updated after DTROB updated <p>Delay in Reporting tab (Panel 2):</p> <ul style="list-style-type: none"> · BAS/Foreign Duty Pay/Career Sea Pay/Zip Code & BAQ - entries in these blocks will initiate entitlements · Basic Allowance for Subsistence (BAS) <p>NOTE: Per DJMS PTG 30102(b), BAS cannot be started or changed for a newly reporting Service Member using this transaction. It must be reported/adjusted in MMPA. For more information, review the BAS Codes, BAS Input documentation, and the Vessel Codes.</p> <ul style="list-style-type: none"> · Foreign Duty Pay · 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"> o Designated Category A. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished underway o Designated Category B. This is a vessel in an active status, in commission or in service, whose primary mission is accomplished in port o Designated Category C. See OPNAVINST 7220.14 series for specific types of vessels · The Zip Code is based on the duty location. This prevents Basic Allowance for Housing (BAH) entitlements from terminating when Activity Gain posts · BAQAccom Status and BAQ Type are determined based on data reflected on the Service Member's Dependency Application (NAVPERS1070/602) or RED/DA. Verify that the appropriate data fields are completed in the Service Member's Delay in Reporting panel of the Activity Gain – Pending transaction. This information is available on the MPA 43/09. <p>NOTE: 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"> · * Travel Time, Proceed Time, and Leave Time are determined based on travel mode, distance (based on travel mode) and whether a Service Member is reporting to or from a duty station (see Joint Travel Regulation – JTR) · * Leave Type identifies the reason for any delay in reporting to the new command · * Movement Reason Code is based on the orders type and Date Arrived/Depart CONUS will only be used for a gain where there is a move to or from OCONUS <p>Misc Data tab (Panel 3):</p> <ul style="list-style-type: none"> · Address and Phone/Dependency Data tabs are links to update that data · Department, Division, and Shop Codes are the specific locations the Service Member will be assigned upon arrival · Family Separation Allowance () Eligibility Indicator is based on dependency data <p>NOTE: Those drawing BAH based solely on child support payment only are not entitled to FSA.</p> <ul style="list-style-type: none"> · For Officers, fill in Billet Sequence Code (BSC) from PCS orders · Clerk ID is in reference to the clerk who processed the Activity Gain · Distribution Code · * 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 <p>Additional Reporting tab (Panel 4):</p> <ul style="list-style-type: none"> · Update as required to identify interim duty stations. Use to report additional elapsed time and additional periods on the orders not updated via an Activity Gain/Loss (i.e., Recruiter Assistance Duty or temporary duty stations not reported via an Activity Gain/Loss). <ol style="list-style-type: none"> 1. After completing information for panels 1-4, Click the Report tab and select the appropriate Appr Action. 2. Enter comments as necessary. 3. Click Save. 4. Verify/Update the Projected Release Date. 5. Select the appropriate Role User. 6. Click OK to route the Activity Gain – Pending to the Personnel Supervisor for audit and release. |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 2.17 | Send Activity Gain to TSC Supervisor for review | <p>CPPA sends Activity Gain to TSC Supervisor for review along with supporting documentation.</p> <p>Note: CPPA submits Activity Gain directly to TSC Supervisor. TSC Clerk will only process Activity Gain (in Step 6) if CPPA receives an error(s) in NSIPS preventing them from submitting Activity Gain within NSIPS.</p> |
| | 2.18 | Assemble and verify Service Member's Receipts (Gain) package for completeness and accuracy and submit to TSC via eCRM | <p>CPPA assembles and verifies Service Member's Receipts (Gain) package for completeness and accuracy and submits 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: https://flankspeed.sharepoint-mil.us.mcas.gov/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>CPPA completes appropriate portion of Receipt Checklist and submits completed checklist, required forms, and supporting documentation, as applicable. Refer to Receipt Checklist, NPPSC 1300/4, and comply with documentation submission requirements: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>In an initiative to reduce the use of SSN and CUI, 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 May 2017, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in eCRM. 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 GAIN <p>Receipts (Gain) package includes the following documents, as applicable:</p> <ul style="list-style-type: none"> · Receipt Checklist, NPPSC 1300/4 · PCS orders appropriately endorsed with all intermediate and gaining commands. Note: Detachment date should match DD1351-2 · Copy of completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable · RED/DA SGLV 8286 (Servicemembers' Group Life Insurance (SGLI) Election and Certificate), if applicable · SGLV 8286A (Family Coverage Election and Certificate (FSGLI)), if applicable · Signed command memo of any request for special pays/entitlements/ deductions for Service Member, if available when Receipts package is compiled · Date of Family Care plan election for ESR update, if applicable · DD2058 State of Legal Residence Form, if applicable · DD2058-1 State Income Tax Exemption Test Certificate (NJ, NY, and OR), if applicable · DD1561 (Statement to Substantiate Payment of Family Separation Allowance Form), if applicable · Temporary Lodging Allowance (TLA) Form, if applicable · NAVPERS 1070/613 (Administrative Remarks) |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
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| CPPA | 6 | Process Activity Gain in NSIPS | <p>Process Activity Gain in Navy Standard Integrated Personnel System (NSIPS).</p> <p>Activity Gains that are not processed in a timely manner cause detrimental pay record record issues for Sailors.</p> <p>BOTTOM LINE: All TSCs and CPPAs shall process Activity Gains within 4 working days so commands may reflect accurate FIT/FILL readiness reporting requirements immediately. Do not wait for travel claims, RED/DA or Legacy Page 2 updates.</p> |
| | 6.1 | Was CPPA able to complete Activity Gain in NSIPS? | <p>Was CPPA able to complete Activity Gain in NSIPS?</p> <p>If Yes, go to 6.2 If No, go to 2.16 Note: If CPPA was unable to complete Activity Gain, then Clerk completes Activity Gain in Step 2.16 and returns to Step 6.2 after Activity Gain is complete to submit to Supervisor for Audit and Release.</p> |
| | 6.4 | Did Activity Gain post? | <p>Did Activity Gain post?</p> <p>Check if Gain posted 24 - 48 hours after release of Gain in NSIPS.</p> <p>Verify MMPA using LOPG/LOOG and JJAA to ensure gain posted in both PERS and PAY systems.</p> <p>If No, go to 6.5. If Yes, go to 6.6.</p> |
| | 6.5 | Determine reason for posting delay | <p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry in NSIPS for error code (in JJAM) 2. Research reason for error (in JOZA) <ul style="list-style-type: none"> o If error is correctable, correct and resubmit o If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Service (DFAS), if needed <p>Go to 6.4</p> |

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|------|--------|---|--|
| CPPA | 6.6 | Is Service Member updating NAVPERS 1070/602, SGLI, and/or FSGLI? | Is Service Member updating NAVPERS 1070/602 or RED/DA, SGLI, and/or FSGLI? If Yes, go to 6.7. If No, go to 6.8 . |
| | 6.7 | Refer to appropriate SOP to complete processing, as applicable | Clerk refers to appropriate SOP to complete processing, as applicable. Refer to Legacy Page 2, RED/DA, SGLI, and/or FSGLI SOP for proper processing of requirements, as applicable. Legacy Page 2 SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx RED/DA SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx SGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx FSGLI SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx |
| | 6.8.2 | Send NAVPERS 1070/613s to Service Member for review/signature | Clerk sends NAVPERS 1070/613s to CPPA for Service Member review/signature via eCRM, as applicable. |
| | 6.8.3 | Receive Service Member signed NAVPERS 1070/613s from CPPA | Clerk receives Service Member signed NAVPERS 1070/613s from CPPA via eCRM, if applicable. Clerk forwards to supervisor for review and signature. Note: Be sure to collect NAVPERS 1070/613 (Administrative Remarks) |

COMMAND LEADERSHIP START



| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|---------------------------|---------------|--|---|
| Command Leadership | 8 | Verify proper completion of Receipts process | Verify proper completion of Receipts process. |

STOP

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|-------------|---------------|--|--|
| CCC | 2 | Verify Service Member's documentation | Verify Service Member's documentation. |
| | 2.8 | Submit Personnel Arrival Without OBLISERV message | <p>CCC submits Personnel Arrival Without OBLISERV message per MPM Article 1306-106.</p> <p>Note: Continue Receipts processing unless directed otherwise.</p> |
| | 2.9 | Coordinate OBLISERV requirements with Service Member, ECM, and TSC | <p>CCC coordinates OBLISERV requirements with Service Member, Enlisted Community Manager (ECM), and TSC, as required.</p> <p>If an extension is required, go to the Extensions SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>If a reenlistment is required, go to the Reenlistments SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> |

FCP COORDINATOR START

← BACK

| ROLE | STEP # | FLOW TEXT | ADDITIONAL TEXT |
|--|----------------------------|--|---|
| <p align="center">FCP COORDINATOR</p> | <p align="center">2.14</p> | <p align="center">Does Service Member require a new or updated Family Care Plan?</p> | <p>Does Service Member require a new or updated Family Care Plan?</p> <p>Refer to NAVADMIN 281/14.</p> <p>Service Members are responsible to ensure family members/dependents are cared for during deployments, reserve mobilizations, and temporary duty, as well as at all other times during which the Service Member is unavailable. Formal documentation of a Family Care Plan is required under any of the following conditions:</p> <ul style="list-style-type: none"> · A Service Member with primary or shared physical custody of a minor child or children who is not married to the other natural or adoptive parent of the minor child or children. · Both Service Members of a married dual military couple where one or both have primary or shared physical custody of a minor child or children. · Service Members who are legally responsible for an adult family member who is incapable of providing for themselves in the absence of the Service Member. <p>Refer to Family Care Plan website for additional resources if required: https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Family-Care-Plan/</p> <p>If Yes, go to 2.15. If No, go to 2.16.</p> |
| | <p align="center">2.15</p> | <p align="center">Complete NAVPERS 1740/6 and 1740/7</p> | <p>Service Member completes NAVPERS 1740/6 and 1740/7.</p> <p>For Family Care Plan, Service Member completes NAVPERS 1740/6 and 1740/7 (Department of the Navy Family Care Plan Certificate and Arrangements) and provides forms to FCP Coordinator.</p> <p>Note: CPPA or FCP Coordinator annotates effective date of Family Care plan for subsequent eCRM transmission to TSC for ESR entry.</p> |

STOP