SOP Updates June 2025

General Comments: As part of the update process 2025 NAVADMINs (thru 141/25), PPIBs (thru 25-15), MPAs (thru 15/25), NPPSC Ops Alerts, NSIPS Upgrades/Releases/WNFY/Smart Sheets and other Pay/Pers community feedback/updates were reviewed to identify additional reference documents and procedural changes/work arounds required for the existing SOPs. The following TOC (below) reflects the most significant impacts.

Note: Ops Alerts are now issued in a more formal format and have been serialized to facilitate ready access and archiving. 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

This link is also under the Communication short cut menu on the MNCC SharePoint homepage. All future Ops Alerts will be archived there.

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E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 90 was published 04 April 2025. MPM QCR- 90 Report is accessible at: <u>https://www.mynavyhr.navy.mil/References/MILPERSMAN/</u>

Twp CH-91 MPM Article Updates have been posted since the May Monthly Summary and are listed below:

Article #	Article Title	Effective Date		
1300-1400	Limited Duty and Physical Evaluation Board	15 May 2025		
1306-1003	Assignment to Fleet Cyber Command Cyber Mission Force Australia (New Article)	26 June 2025		
The updated articles for CH-91 are accessible at:				

https://www.mynavyhr.navy.mil/References/MILPERSMAN/Updated-New-Cancelled-Articles/

Changes/updates with the most significant impact to the SOPs and PAYPERS community include:

A. Important PAYPERS (Navy-Wide Interest) Highlights:

NAVADMIN 132/25 September 2025 (Cycle 268) Active Duty and Training and Administration of the Reserve E5 and E6 Navy-Wide Advancement Examinations and Rating Knowledge Exams for Active Duty Billet Based Advancement

Ref (a) NAVADMIN 255/24, Billet Based Advancements 2025

Ref (b) BUPERSINST 1430.16G, Advancement Manual for Enlisted Personnel of the U.S. Navy & U.S. Navy Reserve

Ref (c) NAVADMIN 316/18, Enlisted Advancement Worksheet

Ref (d) NAVADMIN 201/20, Professional Military Knowledge Eligibility Exam Revised Business Rules

Ref (e) OPS ALERT 011-21, PMK-EE Requirements for E4 New Accessions

Ref (f) NAVADMIN 237/23, Updates to the Enlisted Leader Development Program

Ref (g) NAVADMIN 288/22, High Year Tenure Plus Pilot

Ref (h) NAVADMIN 277/23, High Year Tenure Plus Pilot Indefinite Extension

Ref (i) NAVADMIN 312/18, Advancement Policy Update

This NAVADMIN provides guidance for the administration of the September 2025 (Cycle 268) Navy-Wide Advancement Exams (NWAEs) and Rating Knowledge Exams (RKEs) for Active Duty and Training and Administration of the Reserve (TAR) E5 and E6 Sailors.

- In line with Ref (a), all Active Duty Sailors in the ABE, ABF, ABH, AME, AO, CS, DC, EM, IC, GM, GSM, MM, QM, and RS ratings will be administered the RKE, which is executed through the NWAE process. RKE advancements will be conducted via Advance to Position (A2P) and Command Advance to Position (CA2P). Ref (a), Billet-Based Advancement (BBA) policy, should be read in its entirety for more information.
- In line with Ref (b), all other Active Duty and TAR Sailors will take NWAEs to compete for advancement via NWAE cycle-based legacy advancements.

In line with Refs (b) and (c), the Enlisted Advancement Worksheet (EAW) is the authoritative source of data used to determine Cycle 268 E5 and E6 eligibility.

- Commands are to accurately validate, complete, and finalize all EAWs in the Navy Standard Integrated Personnel System (NSIPS).
- For some Sailors in BBA ratings, Educational Services Officers (ESOs) may be required to wait until the effective advancement date for the applicable paygrade to be updated before an EAW can be created manually.
- EAW discrepancies may be addressed via the Post-examination Administration Comment (PAC) process after worksheets are locked for the cycle.

Refer to subject NAVADMIN for additional details regarding:

- Cycle 268 timeline
- Eligibility requirements
- Exam Ordering
- Exam Administration and Answer Sheet Returns
- Forwarding Answer Sheets
- Discrepancy Correction

NWAE and RKE results will be available via NEAS profile sheets. Profile sheets for Sailors in BBA ratings will only reflect Passed Not Advanced, Fail, Inval, or discrepancy status, since advancement is conducted via A2P and CA2P. All additional information for this cycle is posted on the MyNavy HR advancements site, located at: <u>https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/</u> and the NEAS website.

B. Ops Alerts:

1. Ops Alert 019-25 Mandatory Use of Government Travel Charge Card (REVISION ONE)

Effective immediately, use of the Government Travel Charge Card (GTCC) for executing Permanent Change of Station (PCS) orders is mandatory for all Navy travelers who are eligible for or already possess a GTCC. Commercial airfare will continue to be booked by the Navy Passenger Transportation Office (NAVPTO). No commercial airfare charges will be

made to a Service Member's GTCC account including when the Service Member's orders contain intermediate stops to Permanent Duty Station.

Sailors on PCS orders must use the GTCC in lieu of receiving travel advances, unless deemed ineligible. Command Pay and Personnel Administrators (CPPA) and Agency Program Coordinators (APC) are responsible for GTCC activation, proper usage, and timely submission of PCS travel claims via Electronic Customer Service Management (eCRM/Salesforce), to avoid processing delays and potential financial liabilities.

GTCC Compliance:

Sailors: All transferring Service members must use the GTCC, except for:

- Personnel on accession, separation, or retirement orders.
- Individual Mobilization Augmentees and Individual Ready Reserve Navy personnel.
- Those ineligible for an GTCC.

APC Responsibilities:

- Confirm all eligible Service Members have an active GTCC before executing PCS orders.

- Set GTCC accounts to PCS mission-critical status five days before detachment, ensuring mission-critical status throughout the travel period, and maintain responsibility until the Service Member reports to the new duty station.

CPPA Responsibilities:

- Verify GTCC status and credit limits with the APC before the member's detachment.
- Submit PCS travel claims through eCRM within five working days after the member checks in at the gaining command.
 Ensure the travel voucher is complete, matches the date stamps on the orders, and includes all key supporting documents.

Sailor Responsibilities:

- Submit travel claim once PCS travel is complete. Do not submit partial travel claims.
- Contact MNCC to renew mission-critical status throughout travel periods exceeding 120 days.
- Dual-military Service Members must each use their own GTCC and file separate vouchers.
- Ensure GTCC balance is paid in full upon completion of PCS travel.

Authorized GTCC Usage for PCS Travel:

- Lodging, meals, rental cars (when authorized), fuel, Temporary Lodging Expense and Temporary Lodging Allowance for Outside Continental United States (OCONUS) Permanent Duty Station (PDS).
- Electric vehicle charging and fuel for privately owned vehicles (when authorized).

Unauthorized Usage of the GTCC:

- Personally Procured Move (PPM) expenses such as rental trucks and supplies short-term Storage-in-Transit (SIT) or long-term Non-temporary Storage (NTS).

- Dislocation Allowance (DLA) costs, household goods storage, separation, or retirement travel.
- Non-concurrent travel expenses or expenses unrelated to PCS travel.
- Commercial airfare for PCS travel (Commercial airfare will continue to be booked by NAVPTO).

Advanced PCS Travel Funds: Sailors eligible for an GTCC will not be paid a travel advance. DLA, non-concurrent travel, and PPMs are unauthorized uses of the GTCC. Sailors desiring these entitlements should coordinate with their CPPA, complete the NPPSC 1300/1 Application for Transfer and Advances, and submit it via eCRM.

Transaction Service Center (TSC) Memphis will provide travel advances to Sailors ineligible for a GTCC. DLA advances will be liquidated ~30 prior to detachment. PPM and non-concurrent travel advances will be liquidated ~10 days prior to detachment. When processing travel settlements, TSC Memphis will deduct any GTCC balance from the total PCS claim

and process split disbursement to pay the GTCC in full whenever possible. Remaining funds will be electronically transferred to the Service Member's designated bank account. Any GTCC balance not covered by the claim remains the Service Member's responsibility and must be paid in full.

What This Means To You: CPPAs and commands are responsible for ensuring GTCC readiness, coordinating PCS travel processing, and submitting accurate claims to support seamless member transitions.

2. Ops Alert 020-25 Prioritizing Military Excellence and Readiness (PMER) Separations

This Ops Alert cancels Ops Alert 006/25 and announces updated procedures for submission of Prioritizing Military Excellence and Readiness (PMER) separation cases in line with SECDEF Memorandum dated 08 May 2025. Upon request for voluntary separation in line with ALNAV 038-25, follow procedures below when submitting PMER separation cases. Submit cases via the Legal Restricted module in eCRM. CPPAs requiring access to Legal Restricted permissions will follow procedures outlined in Ops Alert 005-23.

Case Details	Select	Notes	
Subject	Rate/Grade LName, FName, Type of Sep (Retirement, FLTRES, Voluntary Separation, Involuntary Separation), DD MMM YYYY (Date of PTDY/Term Lv).		
Description	Be thorough in description to avoid delays.		
Effective Date	Date of separation.		
Case Type	PersPay Legal Restricted	Do not submit cases as Retirements/Separations in unrestricted PersPay.	
Request Type	PMER Separation	Do not select other options.	
	PMER FLTRES/Retirement	Select as applicable. This includes Sailors authorized early FLTRES/retirement under ALNAV 038-25.	
	PMER Voluntary Separation	Enlisted separation requests and officer resignations	
Problem Code	PMER Involuntary Separation	Involuntary enlisted separation requests and officer resignations.	
	PMER DD 214-1 Request	Voluntary and Involuntary Selected Reserve separation requests and officer resignations DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum	
Routed To	TSC Norfolk	·	

Contact Name This is the Sailor's information, not the CPPA submitting the request

Key Supporting Documents (KSD): Submit separation approval (FLTRES/Ret, Voluntary, or Involuntary

separation/resignation) and follow KSD requirements outlined in applicable NPPSC separation checklist:

- NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist
- NPPSC 1900/1 Separations Questionnaire
- NPPSC 1900/2 NPPSC Separations Checklist
- NPPSC 1900/4 Reserve Separations Checklist (DD 214-1 Requests)
- SECNAV Approval

Note 1. To ensure PMER separations are closely monitored and managed in a time-efficient manner, it is critical cases are submitted as Legal Restricted cases. Cases erroneously submitted as non-restricted Request Type Retirements/Separations will have case files removed and will be closed without action; CPPAs will be directed to submit a Legal Restricted case per this Ops Alert.

What This Means To You: CPPAs: Follow guidance in this Ops Alert when submitting separation cases per ALNAV 038-25 and ensure you have appropriate eCRM Legal Restricted case access per Ops Alert 005-23.

C. MPAs and PPIBs:

1. MPA 15-25 No DMO Update on 01 July 2025

The purpose of this advisory is to announce the DMO update 7-5 scheduled for 01 July 2025 did not occur due to a system issue. All transactions submitted will be processed for the 7-6 update on 7/2/2025.

2. PPIB 25-12 Bahrain Evacuation

Ref (a) SECDEF Orders Approving Authorized Departure of Dependents from United States Central Command.

The purpose of this message is to disseminate the Fiscal Year-2025 (FY25) Lines Of Accounting (LOAs) classification to be utilized in processing evacuation travel claims for military dependents (MPN and RPN) as advised by Ref (a) to evacuate in connection with authorized departure from United States Central Command (USCENTCOM) area of responsibility.

Refer to subject PPIB for accounting details, claim submission, and advance travel request procedures.

3. PPIB 25-13 Updated Info for Bahrain Evacuation

Ref (a) SECDEF Orders Approving Authorized Departure of Dependents from United States Central Command. Ref (b) PPIB 25-12 Bahrain Evacuation

The purpose of this message is to provide clarification to the authorized departure for United States Central Command (USCENTCOM) Area of Responsibility (AOR). The authorized departure applies to authorized dependents of military and civilian personnel. The Lines Of Accounting data listed in PPIB 25-12 are only to be used for Military dependent evacuation travel entitlements. These LOA's are not to be used for Military members, Department of the Navy (DON) Civilians, and DON Civilian dependents.

4. PPIB 25-14 Jerusalem Embassy Evacuation

Ref (a) Secretary of State Authorized Departure from Jerusalem Embassy dtd 14 June 2025.

The purpose of this message is to disseminate the Fiscal Year-2025 (FY25) Lines Of Accounting (LOAs) classification to be utilized in processing evacuation travel claims for military dependents (MPN and RPN) as advised by Ref (a) to evacuate in connection with authorized departure from Jerusalem Embassy. Refer to subject PPIB for accounting details, claim submission, and advance travel request procedures.

5. PPIB 25-15 Israel and Gaza IDP

Ref (a) ASD Memo dtd 07 May 2025 Designation of Israel and Gaza Strip Mediterranean Territorial Seas and Air Spaces as Imminent Danger Areas.

The purpose of this message is to announce the designation of Israel and Gaza Strip Mediterranean Territorial seas and air spaces as Imminent Danger Pay (IDP) areas. Ref (a) designates the Area Of Responsibility (AOR) as Israel and Gaza Strip Mediterranean territorial seas and air space as an IDP location effective 16 March 2023.

Refer to subject message for additional details regarding IDP area and entitlement requirements.

D. NAVADMINs:

1. NAVADMIN 138/25 High Year Tenure Plus Policy Update for Selected Reserve and Training and Administration of the Reserves Enlisted Communities

Ref (a) NAVADMIN 288/22, High Year Tenure Plus Pilot.

Ref (b) NAVADMIN 277/23, High Year Tenure Plus Pilot Indefinite Extension.

Ref (c) MILPERSMAN 1160-120, Active Component and Training and Administration of the Reserve High Year Tenure Program.

Ref (d) MILPERSMAN 1160-135, High Year Tenure and Length of Service for Selected Reserve, Individual Ready Reserves (Voluntary Training Unit and Active Status Pool), and Standby Reserve-Active (USNR-S1).

This NAVADMIN announces updates to Refs (a) and (b) through reinstatement of High Year Tenure (HYT) policy previously established in Refs (c) and (d) for Reserve Component (RC) Enlisted Sailors of the Selected Reserve (SELRES) and Training and Administration of the Reserves (TAR), as in this message. By expanding opportunities for Active Component (AC) and Reserve Component (RC) Sailors to extend beyond High Year Tenure (HYT) limits, the HYT Plus policy has strengthened enlisted end strength and continues to enable Sailors to fill critical sea and shore assignments essential to meeting the Navy's operational needs.

Due to current manning and evolving total force needs, effective 30 September 2025, the HYT Plus pilot indefinite extension will conclude for SELRES and TAR Sailors. HYT and Length of Service (LOS) gates will revert to the standards outlined in Ref (c) for TAR and Ref (d) for SELRES. After 30 September 2025, RC Sailors may still serve past established HYT LOS gates but must submit standard individual waiver requests within established timelines as delineated in Refs (c) or (d), as applicable, and be approved by appropriate authority.

Refer to subject NAVADMIN for additional details, as required.

2. NAVADMIN 133/25 Blended Retirement System Calendar Year 2026 Continuation Pay Rates

Ref (a) Title 37 U. S. C. Section 356, which provides statutory authority for Continuation Pay. Ref (b) DoD Financial Management Regulation Volume 7A Chapter 66 Continuation Pay Ref (c) NAVADMIN 217/16, Announcement of the Blended Retirement System for the Uniformed Services Ref (d) MILPERSMAN 1810-081, Continuation Pay for Members Enrolled in the Blended Retirement System

This NAVADMIN announces the Blended Retirement System (BRS) mid-career Continuation Pay (CP) rates for Calendar Year (CY) 2026.

The CY26 CP rate for Active Component is two and a half times the monthly basic pay for a Service Member of that grade who has reached 12 Years of Service (YOS), as calculated from the Service Member's pay entry base date. CP for Training and Administration of the Reserves is two and a half times the monthly basic pay for a Service Member of that grade who has reached 12 YOS. CP for selected reserve is half the monthly basic pay for a Service Member of that grade who has reached 12 YOS.

In line with Refs (a) through (d), Service Members who want to receive the mid-career CP are reminded that they must be enrolled in BRS and request CP before reaching 12 YOS. The CP election is made via Navy Standard Integrated Personnel System (NSIPS), which can be accessed via MyNavy Portal Quick Links. For Service Members who have provided NSIPS with a current email address, NSIPS will send an email notification of CP eligibility at 11 years 6 months YOS, 11 years 9 months YOS, and a final reminder at 11 years 11 months YOS. Service Members who are unable to elect CP through NSIPS may manually elect CP through their Command Career Counselor via Administrative Remarks (NAVPERS 1070/613). Details on electing CP can be found in Refs (c) and (d). A copy of the CY26 CP rate memorandum can be found at: <u>https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Personal-Financial-Mgmt/</u>. For any other CP issues, Service Members should reach out to MyNavy Career Center (MNCC) at 833-330-MNCC or <u>askmncc.fct@navy.mil</u>.

3. NAVADMIN 130/25 Fleet Convert-In and Professional Apprentice Career Track Sailor Opportunities for Navy Divers and Explosive Ordnance Disposal Programs

Ref (a) MILPERSMAN 1220-100, Navy Diver (ND) Rating.

Ref (b) MILPERSMAN 1220-200, Explosive Ordnance Disposal (EOD) Rating.

Ref (c) MILPERSMAN 1440-010, Conversion Authorization.

Ref (d) NAVPERS 18068F January 2025, Navy Enlisted Occupational Standards, Volume I.

This NAVADMIN announces the opportunity for conversion to the Navy Diver (ND) and Explosive Ordnance Disposal (EOD) ratings. The ND and EOD ratings are accepting rating conversion applications from all rates and Professional Apprentice Career Track Sailors, as outlined in Refs (a) through (c).

For questions about the application process, requirements, or review of package prior to submission, contact BUPERS-329G (ND ECM technical advisor (Tech Ad)) at 901-874-3116, or BUPERS-329F (EOD ECM Tech Ad) at 901-874-2827 or visit:

https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted/Special-Operations/

4. NAVADMIN 129/25 Basic Needs Allowance Update Two

Ref (a) Title 37 U.S.C. 402(B), Basic Needs Allowance for Members on Active Service in the Armed Forces Ref (b) DODINST 1341.15, Basic Needs Allowance

Ref (c) Assistant Secretary of the Navy (Manpower and Reserve Affairs) Delegation Memo - Basic Needs Allowance Ref (d) NAVADMIN 155/23, Basic Needs Allowance Update One

This NAVADMIN announces updates to Navy policy and procedures for the Basic Needs Allowance (BNA) and supersedes Ref (d).

In line with Ref (a), Ref (b) established Change 3 to the Department of Defense policy for BNA. Ref (c) authorizes the Chief of Naval Personnel to implement BNA policy. The BNA program provides a monthly allowance to Sailors whose Gross Household Income (GHI) and household size place them below 200 percent of Federal Poverty Guidelines (FPG) for their Permanent Duty Station (PDS) location. BNA provides additional income to address the difference between GHI from the previous Calendar Year (CY) and 200 percent of the FPG for the current CY. These changes are effective 12 May 2025. These references, frequently asked questions, templates, and other BNA resources can be found here: https://www.mynavyhr.navy.mil/References/Pay-Benefits/.

Refer to subject NAVADMIN for additional details regarding:

- Eligibility
- Ineligibility
- Screening
- Notification
- Application Process
- Application Adjudication
- Special BNA Eligibility Considerations
- Computation of Allowance
- Recertification Requirements
- Reserve Component (RC)
- BNA Documents

5. NAVADMIN 126/25 Implementation of the Employ Program Fact Sheet

Ref (a) MILPERSMAN 1300-1400, Limited Duty and Physical Evaluation Board

This NAVADMIN announces the implementation of the EMPLOY program. Effective immediately, this new program provides non-deployable Sailors (officer and enlisted) with expanded opportunities for continued service, focusing on Sailor employability, not deployability. The EMPLOY program is designed to increase quality of service, retain talent that contributes to our warfighting advantage, and reduce Disability Evaluation System (DES) cases. EMPLOY helps retain Sailors who desire to continue to serve, and also preserves valuable knowledge, skills, and experience needed to meet our warfighting mission.

EMPLOY is a collaboration between Navy Personnel Command (NPC) and the Navy Bureau of Medicine and Surgery (BUMED) to identify and retain non-deployable Sailors who are capable of continuing to serve in a shore capacity. EMPLOY is a voluntary program open to Active Duty and Training and Administration of the Reserve Sailors who are clinically stable and able to complete tasks associated with their rank/rate in a non-operational environment. Sailors approved for the EMPLOY program will be assigned to gapped, funded billets ashore to perform meaningful work that would otherwise be vacant. EMPLOY will not limit billets for Sailors rotating from sea duty or impact Sea/Shore flow. EMPLOY tours are for a minimum of 24 months and coded as Accounting Category Code (ACC) 100 to allow Sailors to apply for cross-rating or redesignation, if applicable. Sailors will be re-considered for eligibility during each EMPLOY tour until found fit for return to full duty, referred to the DES, or separate from service. Additionally, Sailors in communities that require special-duty screenings must complete their screening and/or de-screening process prior to being considered for EMPLOY.

Refer to subject NAVADMIN for additional details regarding:

- EMPLOY nomination process
- EMPLOY approvals
- EMPLOY disapprovals

6. NAVADMIN 124/25 Update Implementing Policy on Prioritizing Military Excellence and Readiness - Voluntary Separations

Ref (a) NAVADMIN 111/25, Implementing Policy on Prioritizing Military Excellence and Readiness - Voluntary Separations

Ref (b) Assistant Secretary of the Navy for Manpower and Reserve Affairs Memorandum, dtd 03 June 2025, Additional Direction Concerning Voluntary Separation Under ALNAV 038/25

This NAVADMIN updates Ref (a) to reflect guidance issued in Ref (b).

Pursuant to Ref (b), Service Members eligible for voluntary separation under Ref (a) with over 15 years, but less than 18 years of total Active-Duty service, may request an exception to policy (ETP) authorizing early retirement under Temporary Early Retirement Authority (TERA). The Under Secretary of Defense (Personnel and Readiness) will serve as the review authority for such ETPs.

Service Members may request an ETP by submitting an early retirement request pursuant to para 7 of Ref (a) via their chain of command. In the early retirement request, the Service Member must add "I have between 15 and 18 years of Active-Duty service and am requesting an exception to policy to be approved for early retirement in line with NAVADMIN 124/25. If my ETP is not approved, I understand my request will be processed as a request for voluntary separation."

Points of Contact:

Command triads may contact the Navy Service Central Coordination Cell (SCCC) at (703) 604-5084/DSN 664 or via e-mail at <u>usn_navy_sccc@navy.mil</u>, the Navy Personnel Command (NPC) point of contact at <u>molly.bergeron-</u> <u>conway7.mil@us.navy.mil</u>, or MyNavy Career Center (MNCC) at (833) 330-6622 or via e-mail at <u>askmncc@navy.mil</u> with questions, concerns, notification of a member's voluntary separation or retirement, or notification of a member's placement on administrative absence or temporary duty.

Service Members that face issues using the Navy Standard Integrated Personnel System (NSIPS) may contact the NSIPS helpdesk at <u>nesd@nesd-mail.onbmc.mil</u> or 1-833-637-3669.

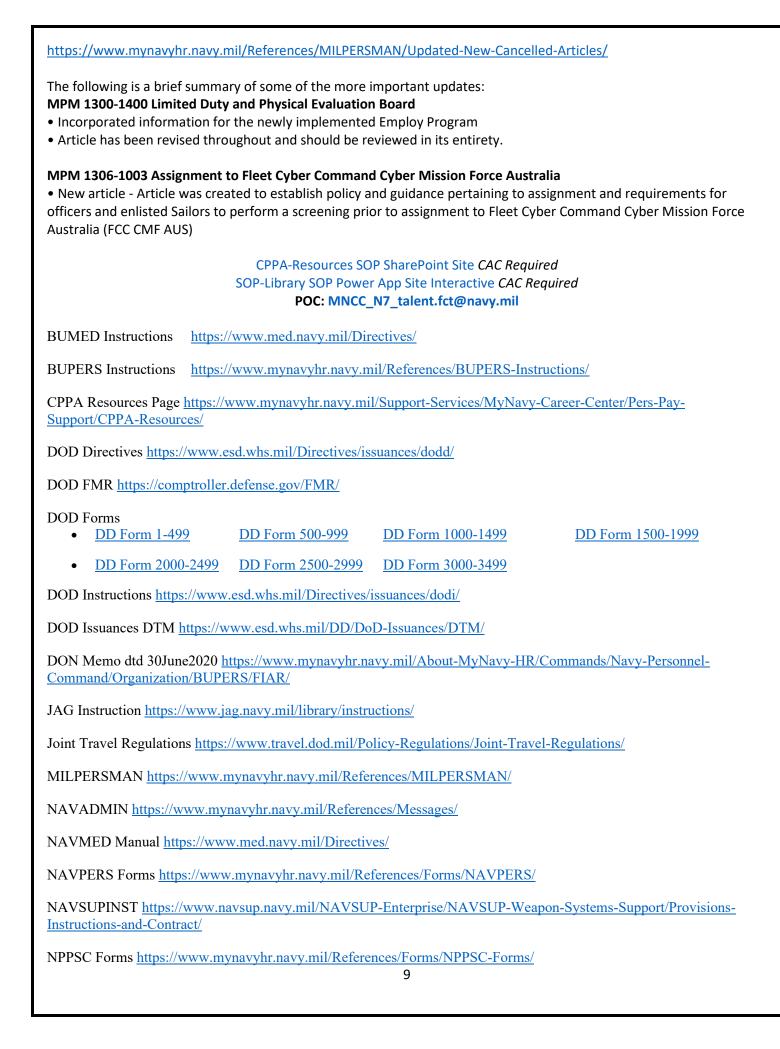
E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 90 was published 04 April 2025. MPM QCR- 90 Report is accessible at: <u>https://www.mynavyhr.navy.mil/References/MILPERSMAN/</u>

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Article #	Article Title	Effective Date
1300-1400	Limited Duty and Physical Evaluation Board	15 May 2025
1306-1003	Assignment to Fleet Cyber Command Cyber Mission Force Australia (New Article)	26 June 2025

The updated articles for CH-91 are accessible at:



NPPSC Instructions https://flankspeed.sharepoint-

mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMN CC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions%2FActive&viewid=2fbe9921%2D23f4%2D4835 %2Db62a%2Db17cdfd37312&newTargetListUrl=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder er&viewpath=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FForms%2FAllItems%2Easpx

OF-1164 https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business

OPNAV Instructions https://www.secnav.navy.mil/doni/opnav.aspx

OPNAV Manuals https://www.secnav.navy.mil/doni/manuals-opnav.aspx

Passport Forms DS-11 / DS -82 / etc. https://travel.state.gov/content/travel/en/passports/how-apply/forms.html

SECNAV Forms

 $\label{eq:https://www.secnav.navy.mil/doni/NFOL/Forms/AllItems.aspx?RootFolder=%2Fdoni%2FNFOL%2FSECNAV%2FSECNAV%2FSECNAV%2FSECNAV%20Forms&FolderCTID=0x012000365D27B574A66144834C11A9CDABB889&View=%7BB4E89F14%2D5AE1%2D4D83%2DB85E%2DC63169BF9E34%7D$

SECNAV Instructions https://www.secnav.navy.mil/doni/secnav.aspx

SECNAV-Manuals https://www.secnav.navy.mil/doni/manuals-secnav.aspx

SF Forms https://www.opm.gov/forms/standard-forms/

SOPs <u>https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/</u>

OPS Alerts/PPIBs/MPAs <u>https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/</u>

US Navy Regulations https://www.secnav.navy.mil/doni/navyregs.aspx