

SOP CHANGE SUMMARY MAY 2025

General Comments: As part of the update process 2025 NAVADMINs (thru 121/25), PPIBs (thru 25-11), MPAs (thru 14/25), 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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3. NPPSC 1420/1 NPPSC New Accessions Checklist (New Form May 2025, see also Ops Alert 017-25 above)
4. NPPSC 1420/3 NPPSC LDO/CWO Conversion Checklist (New Form May 2025, see also Ops Alert 017-25 above)
5. NPPSC 1420/2 Officer Candidate School Questionnaire (New Reported in Apr Summary, see Ops Alert 013-25)
6. NPPSC 1800/1 Fleet Reserve/Retirement Checklist (Rev. 05-25 Reported in Apr Summary, see Ops Alert 013-25)
7. NPPSC 1900/1 Separations Questionnaire (Rev. 05-25 Reported in Apr Summary, see Ops Alert 013-25)

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9. NPPSC 5800/1 NPPSC Legal Checklist (New Reported in Apr Summary, see Ops Alert 013-25)

F. MPM Revision Updates:

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

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

Article #	Article Title	Effective Date
1306-937	Culinary Specialist Executive Services Program	02 May 2025
1301-907	Naval Leader Legal Training Continuum	08 May 2025
1220-102	Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program	14 May 2025
1306-1501	Enlisted Active Component to Reserve Component (AC2TAR/AC2SELRES) Eligibility Requirements and Application Procedures	14 May 2025
1772-010	Reserve Component Survivor Benefit Plan (RC-SBP)	15 May 2025
1000-170	Sailing Diary	29 May 2025
1306-989	Assignment to Cryptologic Warfare Maritime Activity Sixty One (CWMA-61) Special Projects	29 May 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 109/25 Fall 2025 (Cycle 117) Navy-Wide Advancement Examination for Selected Reserve E5 and E6 Candidates

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

Ref (b): NAVADMIN 316/18, Enlisted Advancement Worksheet

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

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

Ref (e): NAVADMIN 312/18, Advancement Policy Update

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

Ref (g): Ops Alert 011-21, PMK-EE Requirements for New E4 Accessions

Ref (h): NAVADMIN 237/23, Updates to the Navy Enlisted Leader Development Program

This NAVADMIN announces the guidance for the administration of the Fall 2025 (Cycle 117) Navy-Wide Advancement Exam (NWAE) for Selected Reserve (SELRES) E5 and E6 candidates, to include those serving on voluntary recall, mobilization, or as canvasser recruiters.

In line with Refs (a) and (b), the Enlisted Advancement Worksheet (EAW) is the authoritative source of data used to determine Cycle 117 eligibility. Commands are to accurately validate, complete, and finalize all EAWs in the Navy Standard Integrated Personnel System. EAW discrepancies should be addressed via the Post-examination Administration Comment (PAC) process after Cycle 117 worksheets are locked. Refer to subject NAVADMIN for additional details regarding:

- Cycle 117 Timeline
- Cycle 117 Specific Eligibility Requirements
- Exam Ordering

- Exam Administration and Answer Sheet Returns
- Forwarding Answer Sheets
- Discrepancy Correction

NWAE results will be available via NEAS profile sheets. All additional information for this cycle is posted on the MyNavy HR advancements site, located at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/> and the NEAS website.

B. Ops Alerts:

1. Ops Alert 013-25 Updated NPPSC Forms 1420/2, 1800/1, 1900/1, 1900/2, 5800/1 (Forms Previously Reported in Apr Summary)

The NPPSC forms below have been updated and posted to the MyNavy HR website > NPPSC Forms: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

The following NPPSC forms have been updated and are now available on the MyNavy HR website. Previous editions are accepted until 15 May 2025. Cases already submitted with an effective date after 15 May 2025 do not need to be resubmitted. Cases submitted with superseded forms after 15 May 2025 will be placed in “CPPA Action Required” status with direction to use current edition.

- NPPSC 1420/2 – Officer Candidate School Questionnaire (New)
- NPPSC 1800/1 – Fleet Reserve/Retirement Checklist (Rev. 05-25)
- NPPSC 1900/1 – Separations Questionnaire (Rev. 05-25)
- NPPSC 1900/2 – NPPSC Separations Checklist (Rev. 05-25)
- NPPSC 5800/1 – NPPSC Legal Checklist (New)

What This Means To You: CPPAs: NPPSC forms are available on the MyNavy HR website. Previous editions of all NPPSC forms will be accepted until 15 May 2025.

2. Ops Alert 014-25 Reserve Mobilization CPPA Certifying Officer Qualification Card

This qualification card is specifically for Command Pay and Personnel Administrators (CPPAs) at Navy Reserve Region Readiness and Mobilization Commands (REDCOMs) and Navy Reserve Centers (NRCs). In alignment with the Chief of Naval Operation’s 2024 Navigation Plan, this Ops Alert introduces the Reserve Mobilization CPPA Certifying Officer Qualification Card. This card outlines the minimum certification standards required for personnel clerks and pay supervisors to initiate and process strength gains at their respective NRCs through their REDCOMs.

Applicability: Completion of these qualification cards is required before an NRC Personnel Clerk or a REDCOM Pay Supervisor is granted expanded Navy Standard Integrated Personnel System (NSIPS) authority to process mobilization strength gain transactions.

Information and Process: To ensure operational readiness and support successful mobilization efforts, all designated CPPAs involved in processing mobilization strength gains must thoroughly understand the requirements outlined in this qualification card, along with the essential knowledge needed for mobilization processing. Mastery of these requirements is critical for maintaining the timeliness and efficiency of the mobilization gain process. Completion of all required training, along with strict adherence to signature authority procedures, is mandatory for certification. These measures ensure transactions are processed accurately, legally, and per established policies. The CPPA Certifying Officer qualification process is structured in progressive phases to build technical expertise and procedural competency at each level:

Phase II: Reserve Mobilization CPPA Clerk: To qualify for Phase II, a Sailor must first complete CPPA Phase I. This phase is intended for NRC Personnel Clerks who are responsible for creating NSIPS mobilization strength gain transactions only.

Phase III: Reserve Mobilization CPPA Supervisor: To qualify for Phase III, a Sailor must have already completed CPPA Phase II. This phase is intended for REDCOM Pay Supervisors responsible for auditing and releasing NSIPS mobilization strength gain transactions.

Advancement through each phase must occur sequentially to ensure mastery of skills, consistency, and reliability in transaction processing. Strict adherence to this phased qualification process is crucial for maintaining personnel accountability, financial accuracy, and ensuring the success of future real-world mobilizations.

What This Means To You: REDCOM and NRC Personnel CPPAs: You may soon have the opportunity to qualify for Phase II Reserve Mobilization CPPA Clerk or Phase III Reserve Mobilization CPPA Supervisor. These roles are designed to enhance warfighting readiness and have a direct impact on supporting mobilization efforts within the Reserve community.

All Other CPPAs: This message is for your situational awareness only. No action is required, but you should remain informed of potential program changes.

3. Ops Alert 015-25 NAT Extension Processing by TSC Great Lakes

Effective immediately, New Accession Training (NAT) enlistees, on Active Duty (AD), will be monitored and tracked by Transaction Service Center (TSC) Great Lakes, for extension purposes. TSC Great Lakes will ensure NAT enlistees are administratively extended, as necessary, to complete their student pipeline and report to their Navy Reserve Activity (NRA) for separation from AD and affiliation with the Reserve Component (RC).

NAT enlistees, on Active Duty, who attend full recruit training, "A" school, and in some cases "C" school, before serving in the RC will have extensions processed by TSC Great Lakes effective immediately, if applicable. TSC Great Lakes will assume responsibility for monitoring and processing extension requests for NAT enlistees to ensure they complete their student training pipeline and successfully report to their Navy Reserve Activity (NRA) for separation from AD and subsequent affiliation with the RC. This includes ensuring necessary extensions are executed and made operative.

eCRM/SALESFORCE Cases: If an extension is required or must be made operative, TSC Great Lakes will initiate an electronic Customer Relationship Management (eCRM)/Salesforce case for tracking purposes. No action will be required from the Command Pay and Personnel Administrator (CPPA) or the Service Member.

Identifying NAT Enlistee Extension eCRM/SALESFORCE Cases: NAT extension cases generated by TSC Great Lakes may be identified in eCRM/Salesforce using the following information:

- Subject: NAT Extension - Last Name, First and Middle Name - 1 MO (Number of months for extension)
- Request Type: Students
- Problem Code: NAT Ext (Execute) or NAT Ext (Operative)
- Routed To: TSC Great Lakes

For additional information governing the New Accession Training Program, refer to MILPERSMAN 1133-090.

What This Means To You: CPPA: No action required. TSC Great Lakes will monitor and process extensions for NAT enlistees on AD, if applicable.

4. Ops Alert 016-25 Streamlined Quick Start Guide and SOP: Transfers

A streamlined, Quick Start Guide (QSG) & Standard Operating Procedures (SOP) for Transfers is now on MyNavy HR CPPA Resources website > SOP Library: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>

The new QSG/SOP is user-friendly for Command Pay and Personnel Administrators (CPPA) and Transaction Service Center (TSC) clerks/supervisors to manage transfer cases efficiently.

The new QSG/SOP is a quick-reference guide to help CPPAs and TSC personnel access key tools and information efficiently in one place. It offers clear instructions for common tasks. Your feedback is essential to assessing its effectiveness. We encourage you to take a moment to review the SOP, test its functionality, and complete a brief survey.

Link to Survey: The survey can be accessed directly via the streamlined Transfer SOP located on the MyNavy HR website > SOP Library: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/SOP-Library/>.

5. Ops Alert 017-25 NPPSC Forms 1300/5, 1300/6, 1420/1, and 1420/3

The NPPSC forms below have been updated and posted to the MyNavy HR website > NPPSC Forms: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>.

Effective 15 May 2025, the following NPPSC forms were made available on the MyNavy HR website.

- NPPSC 1300/5 – NPPSC Student Transfer Checklist (New)
- NPPSC 1300/6 – NPPSC Student Receipts Checklist (New)
- NPPSC 1420/1 – NPPSC New Accessions Checklist (New) (Seven New Accessions Checklists, select appropriate)
 - Career Intermission Program (CIP)
 - Naval Academy Preparatory School (NAPS)
 - Navy Veteran (NAVET)/Other Service Veteran (OSVET)
 - Naval Reserve Officer Training Corps
 - Officer Candidate School (OCS)
 - Officer Development School (ODS)
 - SG BUMED
- NPPSC 1420/3 – NPPSC LDO/CWO Conversion Checklist (New)

What This Means To You: CPPAs: NPPSC Forms are available on the MyNavy HR website via MyNavy HR website > NPPSC Forms: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>.

6. Ops Alert 018-25 MyPCS Travel Voucher Deactivation

MyPCS Travel Voucher will no longer be used for travel claim submissions. Effective immediately, MyPCS is no longer accepting travel claims. All travel claims must be submitted via enterprise Customer Relationship Management (eCRM)/Salesforce following the Travel Processing Center PersPay Case Routing Guidance available on the MyNavy HR CPPA Resources website > eCRM Library: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/eCRM-Library/>.

This update supports the streamlining of personnel and pay service delivery, simplifying the process for submitting travel claims.

What This Means To You:

CPPAs: Advise Sailors to submit all travel claims via eCRM, with CPPA assistance.

C. MPAs and PPIBs:

1. MPA 10-25 DFAS Navy DJMS Procedure Training Guide (PTG) Migration

Ref (a): [HTTPS:// MILSUITE.MIL/BOOK/GROUPS/NAVY-DJMS-PROCEDURES-TRAINING-GUIDE](https://MILSUITE.MIL/BOOK/GROUPS/NAVY-DJMS-PROCEDURES-TRAINING-GUIDE)

Ref (b): <https://dod365.sharepoint-mil.us/sites/DFAS-navyDJMSresources>

Ref (a) is the previous location for the Navy DJMS Procedures Training Guide.

Ref (b): is the new location for the Navy DJMS Procedures Training Guide.

POCs: [RONNALL RUFF: RONNALL.M.RUFF.CIV@MAIL.MIL](mailto:RONNALL.M.RUFF.CIV@MAIL.MIL); [YOLONDA GANT: YOLONDA.D.GANT.CIV@MAIL.MIL](mailto:YOLONDA.D.GANT.CIV@MAIL.MIL)

This Military Pay Advisory announces the new location for the Navy DJMS Procedures Training Guide and other Navy Defense Joint Military Pay System (DJMS) Resources. Effective immediately, the website listed in Ref (a) will no longer contain the PTG. The PTG is now located on the DOD365 SharePoint and can be accessed using the following link: <https://dod365.sharepoint-mil.us/sites/DFAS-navyDJMSresources>. The DOD365 SharePoint link will take you to the Navy DJMS PTG overview page where the PDF version of the document is available for view and/or download. The DOD365 SharePoint site is accessible to .mil email account holders with a Common Access Card (CAC). Users must request permission upon accessing the site. For any issues regarding the PTG, contact the POCs listed above.

2. MPA 11-25 DJMS RC Update Schedule for the Work Months of July, August and September 2025

The purpose of this message is to publish the DJMS-RC update schedule identifying the run date, type of update, pay date and high date paid for the work months of July, August, and September 2025. The high date paid represents the latest date in any coded update pay cycle. Do not submit short tour transactions if the end tour date is beyond the high date paid. Refer to subject message for milestone dates.

3. MPA 12-25 DJMS AC Update Schedule for the Work Months of JUL-AUG-SEP 25

The purpose of this message is to publish the DJMS-AC update schedule identifying the updated holiday schedule, the first update, mid-month (MM), and month end restructure (MER) for the work months of July, August, and September 2025. Refer to subject message for milestone dates.

4. MPA 13-25 Designation of Israel and Garza's Territorial Seas and Airspaces as Imminent Danger and Combat Zone Tax Exclusion

Ref (a) OUSD MEMORANDUM/DTD 07MAR2025

Ref (b) OUSD MEMORANDUM/DTD 13MAR2025

Ref (a) is the OUSD Memorandum that authorizes Imminent Danger Pay (IDP) for the Mediterranean Territorial Seas of Israel and the Garza Strip and the air space above their seas and land retroactive to 16 Mar 2023.

Ref (b) is the OUSD Memorandum that authorizes Combat Zone Tax Exclusion (CZTE) for the Mediterranean Territorial Seas of Israel and the Garza Strip and the air space above their seas and land retroactive to 16 Mar 2023.

Ref (a) authorizes Imminent Danger Pay (IDP) benefits for all military Personnel on duty in the designated area during any month or portion of a month in which this designation is in effect, may be paid IDP at the rate of \$225.00 for the entire month or a prorated amount of \$7.50 per day retroactive to 16 Mar 2023.

Ref (b) authorizes Combat Zone Tax Exclusion (CZTE) for all military personnel on duty in the designated area in direct support of military operations in the Arabian Peninsula combat zone, the Red Sea and Iraq retroactive to 16 Mar 2023.

DJMS Tables 054 and 155 have been updated to recognize CZTE coding for the land area of Israel (92) which should be used when service members enter the designated areas of Israel in direct support of military operations in the Arabian Peninsula combat zone areas effective 16 Mar 2023.

Field activities are encouraged to inform all eligible members of this Entitlement who may have been serving in the land area of Israel in direct support of military operations in the Arabian Peninsula combat zone since 16 Mar 2023 and did not receive the CZTE. Field activities should assist members regarding credits by having them provide a copy of their orders as supporting documentation for the CZTE adjustment.

5. MPA 14-25 Correction to MPA 13-25 should read Gaza, verses Garza Throughout

The purpose of this message is to advise MPA 13/25 should read Gaza, verses Garza throughout.

6. PPIB 25-09 AMPS System Access Procedures

The purpose of this message is to provide clarifying information on submission of Defense Joint Military Pay System Master Military Pay Account (MMPA) and Web Defense Military Pay Office (DMO) access via Account Management and Provisioning System (AMPS). The External Authorizing Officials (EAO) listed below are to be used when submitting Web MMPA and Web DMO access. Failure to use correct EAO can result in delayed AMPS approval or denial of request.

Effective 30 April 2025. All Navy AMPS requests for Web MMPA/Web DMO will use one of the below Navy EAOs: Commands not supported by a TSC will use the following Navy EAOs:

- Ms. Amy Godet: amy.s.godet.civ@us.navy.mil
- Ms. Carrie Moye: carrie.l.moye.civ@us.navy.mil
- Mr. Warren Booker: warren.e.booker.civ@us.navy.mil
- Mr. Sean Clayton: sean.j.clayton.civ@us.navy.mil
- Mr. Will Jones: william.o.jones70.civ@us.navy.mil
- Ms. Anna Masterson: anna.k.masterson.civ@us.navy.mil

Commands supported by a TSC will use the following Navy Pay and Personnel Support Center EAOs:

- Ms. Diana Henry: diana.henry.civ@us.navy.mil
- Ms. Lekishona Tuepker: lekishona.b.tuepker.civ@us.navy.mil

Training and Assistance. Personnel who need training and detailed guidance on establishing AMPS accounts and requesting Web MMPA or Web DMO access should utilize the User Guides and Job Aids found on the AMPS splash page as the authoritative training resource. The link for AMPS GATEWAY splash screen is <https://amps.dla.mil/>.

7. PPIB 25-10 San Diego Plane Evacuation

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 Commander Naval Base San Diego Order to Evacuate dtd 22 May 2025 in connection with San Diego housing evacuation 22 May 2025 for the Geographic Areas Of Interest (GAOI) listed in the order. Refer to subject message for LOA and additional details as required.

8. PPIB 25-11 Pet Expense Alternate Location or Designated Location

The purpose of this message is to announce an amendment to the Joint Travel Regulations (JTR) allowing Service Members (SM) to be reimbursed for the cost of relocating one household pet, either a cat or a dog, to an alternate location or a designated place. The 01 January 2024 JTR update authorized reimbursement for the costs

related to pet transportation during a Permanent Change of Station (PCS). SMs may claim pet-related expenses for one cat or dog per household on the PCS travel claim - up to 550 United States Dollars (USD) for Continental United States (CONUS) moves or up 2,000 USD for Outside Continental United States (OCONUS) moves. Refer to subject message for pet relocation criteria and documentation requirements.

D. NAVADMINs:

NAVADMIN 112/25 Billet Based Advancement 2025 Update Fact Sheet

Ref (a): NAVADMIN 280/21, Detailing Marketplace Assignment Policy (DMAP)

Ref (b): NAVADMIN 127/22, Detailing Marketplace Assignment Policy Phase I Update

Ref (c): NAVADMIN 228/22, Detailing Marketplace Assignment Policy Phase II

Ref (d): NAVADMIN 109/23, Detailing Marketplace Assignment Policy Phase III

Ref (e): NAVADMIN 017/24, Detailing Marketplace Assignment Policy Phase IV DC and ABE Exclusive

Ref (f): NAVADMIN 261/22, Senior Enlisted Marketplace - E9 Billet Based Advancement

Ref (g): NAVADMIN 305/23, FY25 Active Component Advancement and Screening Boards for Command Master Chief, Master Chief and Senior Chief Petty Officer

Ref (h): NAVADMIN 111/24, Implementation of Command Advance to Position.

Ref (i): NAVADMIN 255/24, Billet Based Advancements 2025.

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

This NAVADMIN cancels Refs (a) through (g) to minimize source documents for Billet Based Advancement (BBA) and modifies Refs (h) and (i) until an update to Ref (j) is published incorporating all updates. Refer to subject NAVADMIN for additional details regarding:

- Ratings Fully Integrated into the BBA Construct
- Rating Knowledge Exam (RKE) Participation Criteria
- BBA Paths of Advancement for E5 and E6
- Senior Enlisted Marketplace (SEM)
- BBA Scoring Criteria Policy
- BBA Frocking (E5-E9)
- BBA Best Practices (E5-E9)
- CA2P for Non-BBA Ratings

E. NPPSC Forms (New, Updated Revisions, or Cancellations)

1. NPPSC 1300/5 NPPSC Student Transfer Checklist (New Form May 2025, see also Ops Alert 017-25 above)

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3. NPPSC 1420/1 NPPSC New Accessions Checklist (New Form May 2025, see also Ops Alert 017-25 above)

- Career Intermission Program (CIP)
- Naval Academy Preparatory School (NAPS)
- Navy Veteran (NAVET)/Other Service Veteran (OSVET)
- Naval Reserve Officer Training Corps
- Officer Candidate School (OCS)
- Officer Development School (ODS)
- SG BUMED

4. NPPSC 1420/3 NPPSC LDO/CWO Conversion Checklist (New Form May 2025, see also Ops Alert 017-25 above)

5. NPPSC 1420/2 Officer Candidate School Questionnaire (New Reported in Apr Summary, see Ops Alert 013-25)

6. NPPSC 1800/1 Fleet Reserve/Retirement Checklist (Rev. 05-25 Reported in Apr Summary, see Ops Alert 013-25)

7. NPPSC 1900/1 Separations Questionnaire (Rev. 05-25 Reported in Apr Summary, see Ops Alert 013-25)

8. NPPSC 1900/2 NPPSC Separations Checklist (Rev. 05-25 Reported in Apr Summary, see Ops Alert 013-25)

9. NPPSC 5800/1 NPPSC Legal Checklist (**New Reported in Apr Summary, see Ops Alert 013-25**)

The above forms were issued in the months of April and May. The new and updated forms are available at <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/> on the MyNavy HR website > References > Forms > NPPSC Forms.

F. MPM Revision Updates:

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

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1306-1501	Enlisted Active Component to Reserve Component (AC2TAR/AC2SELRES) Eligibility Requirements and Application Procedures	14 May 2025
1772-010	Reserve Component Survivor Benefit Plan (RC-SBP) (New Article)	15 May 2025
1000-170	Sailing Diary	29 May 2025
1306-989	Assignment to Cryptologic Warfare Maritime Activity Sixty One (CWMA-61) Special Projects	29 May 2025

The updated articles for CH-91 are accessible at:

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

The following is a brief summary of some of the more important updates:

MPM 1306-937 Culinary Specialist Executive Services Program

- Updated application requirements and minimum and maximum tour lengths within the program
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1301-907 Naval Leader Legal Training Continuum

- Subpara 4a, article has been revised to remove an uncited reference and to make various grammatical corrections

MPM 1220-102 Self-Contained Underwater Breathing Apparatus (SCUBA) Diver Program

- Changed responsible office to BUPERS-329G
- Subpara 4b(5), added Armed Services Vocational Aptitude Battery requirements per COMNAVCUITCOMINST 1130.8Q".
- Para 4, changed applicant approval process from being determined by BUPERS ECM Medical and Dental Branch (BUPERS-325G) to being determined by competent authority within the applicant's command, and filling a billet requiring SCUBA using the processes outlined in this article.
- Article has been revised throughout and should be reviewed in its entirety

MPM 1306-1501 Enlisted Active Component to Reserve Component (AC2TAR/AC2SELRES) Eligibility Requirements and Application Procedures

- Added PERS-97 as a joint responsible office and three references.
- This revision reduces the previous 6-year obligation to 3 years for AC/TAR2SELRES affiliation; updates PERS-97 (RPAC)'s processing procedures; and updates military service obligation (4+2+2 policy) in the Selected Reserve.

- Article has been revised throughout and should be reviewed in its entirety.

MPM 1772-010 Reserve Component Survivor Benefit Plan (RC-SBP)

- **New article.** This article outlines policy and procedures for administering and or participating in the RC-SBP for Navy Reserve members.

MPM 1000-170 Sailing Diary

- Updated responsible Office from PERS-2 to MNCC
- Changed PSD to TSC
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1306-989 Assignment to Cryptologic Warfare Maritime Activity Sixty One (CWMA-61) Special Projects

- Updated to reflect special program information.
- Article has been revised throughout and should be reviewed in its entirety.

CPPA-Resources SOP SharePoint Site *CAC Required*
 SOP-Library SOP Power App Site Interactive *CAC Required*
POC: MNCC_N7_talent.fct@navy.mil

BUMED Instructions <https://www.med.navy.mil/Directives/>

BUPERS Instructions <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

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

DOD Directives <https://www.esd.whs.mil/Directives/issuances/dodd/>

DOD FMR <https://comptroller.defense.gov/FMR/>

DOD Forms

- [DD Form 1-499](#) [DD Form 500-999](#) [DD Form 1000-1499](#) [DD Form 1500-1999](#)
- [DD Form 2000-2499](#) [DD Form 2500-2999](#) [DD Form 3000-3499](#)

DOD Instructions <https://www.esd.whs.mil/Directives/issuances/dodi/>

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