

# SOP Updates April 2024

**General Comments:** As part of the update process 2024 NAVADMINs thru 092/24, PPIBs (thru 24-05), MPAs (thru 06/24), 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](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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The following seven NPPSC PAYPERS process checklists/forms were updated in April. CPPAs and PAYPERS Clerks should ensure that they use the most current NPPSC form revision when processing Sailors Personnel transactions and Pay entitlements.

- NPPSC 1160/1 Command Career Request (UPDATED APR 2024)
- NPPSC 1160/2 CPPA Reenlistment Checklist (UPDATED APR 2024)
- NPPSC 1571/1 NPPSC Annual Training/Active Duty Training (AT/ADT) Checklist (UPDATED APR 2024)
- NPPSC 7000/1 NPPSC Travel Electronic Funds Transfer (EFT) Information (UPDATED APR 2024)
- NPPSC 7000/2 Advance BAH Request (UPDATED APR 2024)
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1. MPA 06/24 Direct Deposit and Non-Receipt Procedures for Navy Reservists and ROTC Members
2. PPIB 24-04 Statutory Item Change to Joint Travel Regulation Chapter 2
3. PPIB 24-05 Defense Travel Management Office U.S. Government Rental Car Agreement #5 (See Ops Alert 015-24 above)

#### D. NAVADMINs: No PAYPERS NAVADMIN Topics to Report

#### E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 86 was published XX YYY 2024. MPM QCR- 86 Report is accessible at:

<https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/Documents/Quarterly%20Change%20Report%2086.pdf?ver=mmQKMnKJmron210TkuPtvA%3d%3d>

11 CH-87 MPM Article Updates have been posted since the Mar Monthly Summary and are listed below:

Article #	Article Title	Effective Date
1001-155	The Rapid-Response Tiered Organization (RAPTOR) Subdivision of the Individual Ready Reserve <b>(Canx)</b>	18 Apr 24
1070-020	Officer Official Military Personnel File (OMPF)	18 Apr 24
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1301-904	Service Colleges	17 Apr 24
1306-402	Qualification for Assignment to Submarine Duty	05 Apr 24
1306-928	Navy Music Program (MU)	18 Apr 24
1754-040	Military Spouse Licensure and Business Costs Reimbursement	18 Apr 24

The updated articles for CH 87 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:**

**NPPSC (PAYPERS) Checklist/Form Updates:**

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**B. Ops Alerts:**

**1. Ops Alert 014-24 Verifying and Updating the Command Address in NSIPS and DJMS**

Command addresses within Personnel and Pay (PersPay) systems play a critical role in identifying the command location and also ensuring the accuracy of entitlements and station allowances. This Ops Alert outlines procedures for Command Pay and Personnel Administrators (CPPA) and administrative professionals to verify command Unit Identification Codes (UIC) address in the systems outlined below and submit change requests as needed.

CPPAs and ADMIN professionals must verify the address for each serviced UIC annually or as needed (ex. following a homeport change, new UIC establishment, etc.). Refer to subject Ops Alert for procedures to verify and submit change requests, if required for the systems below:

1. NSIPS Unit Administration.

2. Defense Joint Military Pay System (DJMS).

**2. Ops Alert 015-24 DOD Rental Car Program Updates – DOD Rental Car Agreement #5 (See PPIB 24-05 below)**

DoD Rental Car Agreement #5 went into effect on 01 April 2024. Changes can be found on the Defense Transportation Management website. See summary of key changes and additional resources below.

Major Changes to the DoD Rental Car Agreement include:

- Elimination of the Government Administrative Rate Supplement (GARS) - Travelers will no longer be charged an additional \$5 per day as GARS.
- When picking up rental vehicles booked under the new Agreement, travelers should look for their Department or agency's name on the agreement to ensure their reservation falls under the Agreement.
- Age Restrictions – Travelers aged 18 to 20 may be charged underage driver fees and must be listed on the rental agreement as the renter or as an additional driver.
- Inclusion of loss and liability coverage in rental agreements.
- Travelers under 25 may not procure or drive large passenger vans (10 or more passengers).
- Travelers can verify the Government rate by looking for their department or agency name on the rental car contract.
- Added zero emissions vehicles (EVs) to schedule of available cars.

Travelers must continue to book vehicles under the U.S. Government Rental Car Agreement through online booking tools (Defense Travel System) and contracted Travel Management Companies.

**C. MPAs and PPIBs:**

**1. MPA 06/24 Direct Deposit and Non-Receipt Procedures for Navy Reservists and ROTC Members**

REF/A/FEDERAL FINANCIAL MANAGEMENT ACT OF 1994 SECTION 3332 OF TITLE 31 US CODE

REF/B/HTTPS://WWW.DFAS.MIL/MANDATORYEFT

Ref (a) is the mandate requiring federal payments be delivered by Electronic Funds Transfer (EFT).

Ref (b) is the DFAS website regarding mandatory EFT effective 01 March 2013.

Per Ref (a), all Federal wage, salary, and retirement payments shall be paid to recipients of such payments by Electronic Funds Transfer (EFT). IAW Ref (a), Ref (b) provides information regarding the Treasury mandate. Effective 01 March 2013, DFAS requires military, civilian and retired customers be paid by EFT directly to a savings or checking account, or the debit card solution the Department of Treasury has made available or receive a waiver from the Department of Treasury mandate as outlined at <https://www.dfas.mil/mandatoryeft>.

Using direct deposit/EFT ensures your money is in your bank account on the scheduled payday. EFT also ensures that the risk of your money from being lost or stolen is minimized significantly and eliminates unnecessary check cashing fees. ROTC students and Navy Reservists should always maintain current banking, home address and an email address on file.

To submit a claim for non-receipt of Treasury check for payment please use AskDFAS. Go to <https://www.dfas.mil/dfas/AskDFAS> and submit your properly completed and signed DD 2660. When on AskDFAS, click on submit a ticket, choose the Category for Disbursing Operations Payments, and then subcategory of Non-receipt Treasury Check claims. You may also fax the DD 2660 to Disbursing Operations at (216) 367-3677.

Navy reservists and ROTC students should be advised to review their LES to verify any changes for each check payment date and verify the accuracy of EFT and address information. ROTC students should advise their counselor of any changes to maintain accurate and timely payments.

## **2. PPIB 24-04 Statutory Item Change to Joint Travel Regulation Chapter 2**

REF/A/DOC/JOINT TRAVEL REGULATION/CHAPTER 2//

REF/B/DOC/FEDERAL TRAVEL REGULATION GSA BULLETIN//

REF/C/DOC/OFFICE OF MANAGEMENT AND BUDGET-24-05//

Ref (a) is Joint Travel Regulation Chapter 2.

Ref (b) is Federal Travel Regulation GSA Bulletin FTR 24-02.

Ref (c) Office of Management and Budget-24-05.

The purpose of this message is to announce a statutory item change in Ref (a), to immediately implement changes to travel policy that prioritizes sustainable travel. Office of Management & Budget (OMB) issued a memorandum on 14 December 2023 that prioritizes sustainable transportation by encouraging use of electric vehicles, rail, and public transportation during official travel. These changes expound on current policy in that agencies should continue to select modes of transportation that are advantageous to the government.

Per the Joint Travel Regulation (JTR), a Privately Owned Vehicle (POV) will no longer be automatically considered advantageous if the trip is 400 miles or less (one way). All commercial travel options must be considered before a POV is authorized. An Authorizing Official (AO) may still authorize a POV as being advantageous, but only after considering all available commercial options, costs, and mission requirements. Also, the JTR promotes sustainable transportation. If the travel distance is 250 miles or less, travel by rail is preferred, if available. If not available, travel by rental vehicle is preferable. Additionally, AOs should consider the cost and usage of a Zero Emission Vehicle (ZEV) as a factor in determining which type of transportation is most advantageous to the government.

## **3. PPIB 24-05 Defense Travel Management Office U.S. Government Rental Car Agreement #5 (See Ops Alert 015-24 above)**

Ref (a) Defense Travel Management Office U.S. Government Rental Car Agreement #5.

The purpose of this message is to announce changes in Ref (a). Ref (a) replaced the Defense Travel Management Office (DTMO) U.S. Government Rental Car Agreement #4, effective 1 April 2024.

Key changes from reference (a) are:

a. Government Administrative Rate Supplement (GARS) is eliminated:

Travelers will no longer be charged the 5 dollars per day GARS. When picking up rental vehicles booked under the new agreement, travelers should look for their Department or agency's name on the agreement to ensure their reservation falls under the Agreement.

b. Inclusion of loss and liability coverage.

c. Inclusion of 10 to 15 Passenger vans when rented by drivers 25 years of age and older, improving the availability of vans that include loss and liability coverage.

d. Underage driver fees for renters ages 18 to 20.

e. Maximum rates (ceiling rates) will be established annually by DTMO, not the rental car companies.

- For the Continental United States (CONUS), there will be a single maximum rate for each car class with exceptions for high-cost areas determined by DTMO.
- For Outside of the Continental United States (OCONUS), there will be a single maximum rate per car class, by country.

f. Adding electric vehicle (EV) categories in CONUS.

In accordance with Ref (a), if a rental car reservation was booked prior to 01 April 2024 the traveler incurs a reimbursable GARS fee. Rental companies are prohibited from charging GARS for reservations booked on or after 01 April 2024.

Sailors must obtain a rental vehicle through an electronic system, e.g., Defense Travel Service (DTS) when it is available or, if not available, through the Transportation Network Company. Sailors should verify their rental agreement when picking up their vehicle to ensure the reservation falls under Ref (a). Failure to do so may result in limited reimbursement.

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**E. MPM Revision Updates:**

MPM Quarterly Change Report (QCR) – 86 was published XX YYY 2024. MPM QCR- 86 Report is accessible at: <https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/Documents/Quarterly%20Change%20Report%2086.pdf?ver=mmQKMnKJmron210TkuPtvA%3d%3d>

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

**MPM 1001-155 The Rapid-Response Tiered Organization (RAPTOR) Subdivision of the Individual Ready Reserve**

- Cancelled. RAPTOR proposes a higher level of readiness for some of the Individual Ready Reserve (IRR) Active Status Pools (ASP) than Selective Reservist (SELRES). Since the program's inception in 2020, it has not been adopted by the Reserve Force due to the inherent difficulty establishing and maintaining a tiered readiness and

participation requirement of the IRR ASP Community. With improvements to IRR screening processes and critical skills identification, programs such as RAPTOR are no longer needed to quickly identify critical needs in the IRR.

#### **MPM 1070-020 Officer Official Military Personnel File (OMPF)**

- Updated responsible office contact information
  - Updated references
  - Added new para 2 through subpara 2b
  - Updated new subpara 5b(3), example of clerical error
  - Updated new subpara 5c removed verbiage regarding PERS-313's coordination to make corrections within NSIPS
  - Updated new subpara 5d, replaced MILPERSMAN 1070-150 with MILPERSMAN 1000-150
  - Updated new subparas 7a(1) and 7a(2), removed field codes 02 and 15 from selection board review.
  - Added note to new para 7 regarding the removal of photographs from consideration by selection boards
- Article has been revised throughout and should be reviewed in its entirety.

#### **MPM 1070-090 Creating the Enlisted Permanent Personnel Record**

- Updated reference
- Updated forms throughout the article

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

#### **MPM 1070-181 Officer Photographs**

- New article. This article replaces cancelled MILPERSMAN 1070-180.

#### **MPM 1210-130 Medical Officer Designation: Qualified in Submarines**

- Updated reference
- Update to policy for undersea medical examiners to be eligible for undersea medical officers
- Subpara 2a, added graduation requirements for undersea medical examiner courses given at the Naval Undersea Medical Institute
- Figure 1, removed

#### **MPM 1300-1000 Military Couple And Single Parent Assignment Policy**

- Subpara 2b updated
- Subpara 2h(1) updated
- Added subparas 2h(2) and 2h(3)

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

#### **MPM 1301-234 Officer Special Assignments - Human Resources Community**

##### **MPM 1301-904 Service Colleges**

- Updated references
  - Added administrative board requirements
  - Exhibit 1, added Space Force senior and junior college
  - Exhibit 3, redefined eligibility requirements and changed from "post second sea tour" to "first shore tour"
- Article has been revised throughout and should be reviewed in its entirety.

##### **MPM 1306-402 Qualification for Assignment to Submarine Duty**

- Updated My Navy Career Center contact information
- Updated references

- Subparas 2c(1)(b)1 through 2c(1)(c)3 updated source ratings
- Subpara 2d table updated ASVAB requirements
- Subpara 2h(2) updated rating security clearance requirements
- Appendix A added

Article has been revised throughout to align with references and should be reviewed in its entirety.

#### **MPM 1306-928 Navy Music Program (MU)**

- Responsible Office title updated
- Para 1a, added the word "commercial" to cover multiple styles of music previously listed
- Para 4a, updated Fleet Band Activities office name from "U.S. Navy Band Washington, DC (USNB)"
- Para 4b table, added A55A as a new NEC
- Para 4c, reworded to align with MILPERSMAN 1306-962
- Para 5b, updated information regarding audition sites

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

#### **MPM 1754-040 Military Spouse Licensure and Business Costs Reimbursement**

- Updated references
- Para 2 updated reimbursement policy to reflect the National Defense Authorization Act for Fiscal Year 2024, section 635, expansion of the reimbursement authorization for qualifying business costs, licensure/re-licensure, and certification.

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*

**Stay Safe, Stay Healthy, and Stay Positive!**

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## **RESOURCE LINKS**

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