

SOP Updates February 2024

General Comments: As part of the update process 2024 NAVADMINs thru 017/24, PPIBs (thru 24-01), MPAs (thru 26/23), 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/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.

1. Table of Contents

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

B. Ops Alerts:

1. Ops Alert 001-24 Student Reenlistment & Extension Processing Shift from TSC Great Lakes to TSC Naples
2. Ops Alert 002-24 Timely Submission of Misconduct Reports and Documents

C. MPAs and PPIBs:

1. MPA 26-23 Defense Workload Operations Web System (DWOWS) Replacement of Case Type REENL/EXTNS
2. PPIB 23-25 Update to the Navy's System Authorization Access Request (SAAR) Process
3. PPIB 23-26 Changes to Pet Expenses due to a Permanent Change of Station (PCS)
4. PPIB 24-01 Implemented Changes to the Period of Election to Enroll/Disenroll from the Montgomery GI Bill

D. NAVADMINs:

1. NAVADMIN 017/24 Detailing Marketplace Assignment Policy Phase IV - DC and ABE Exclusive
2. NAVADMIN 010/24 March 2024 (Cycle 263) Active-Duty and Training and Administration of the Reserve (TAR) E-5 and E-6 Navy Wide Advancement Examinations
3. NAVADMIN 006/24 Policy for the Assignment of Pregnant Sailors and Sailors Who Experience Perinatal Loss

E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 85 was published 18 Dec 2023. MPM QCR- 85 Report is accessible at: <https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/Documents/Quarterly%20Change%20Report%20CH-85.pdf?ver=2IFhdnrqHzVT20A8LgGZzg%3d%3d>

Five CH-86 MPM Article Updates have been posted since the Dec Monthly Summary and are listed below:

Article #	Article Title	Effective Date
1050-320	Request (Voluntary) Appellate Leave	24 Jan 24
1050-330	When the Convening Authority (CA) Acts	24 Jan 24
1200-010	Submarine Patrol Insignia Qualification (Update Pending)	23 Jan 24
1200-020	Deep Submergence Insignia Qualification	23 Jan 24
1910-157	Separation by Reason of Failure to Maintain Security Clearance (New Article)	03 Jan 24

The updated articles for CH 86 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: NTR

B. Ops Alerts

1. Ops Alert 001-24 Student Reenlistment & Extension Processing Shift from TSC Great Lakes to TSC Naples

Student reenlistment and extension processing will shift from TSC Great Lakes to TSC Naples on 15 January 2024.

During PERSPAY transformation, student reenlistment and student extension processing was aligned under TSC Great Lakes along with all other student processing, whereas TSC Naples was selected to be the Center of Excellence (COE) for all non-student reenlistment and extension processing. To further streamline reenlistment and extension processing, all student reenlistments and extensions transactions will be shifted to TSC Naples for processing effective 15 January 2024. Any pending reenlistment or extension requests sent to TSC Great Lakes after this date will be re-routed to TSC Naples for processing.

2. Ops Alert 002-24 Timely Submission of Misconduct Reports and Documents

REFERENCES:

- (a) BUPERSINST 1070.27E, Document Submission Guidelines for the Electronic Military Personnel Records System
- (b) MILPERSMAN 1070-111, Submission of Navy Standard Integrated Personnel System (NSIPS) and Electronic Service Record (ESR) Documents to the Official Military Personnel File (OMPF)
- (c) MILPERSMAN 1626-020, Enlisted Service Record Entries after Non-Judicial Punishment (NJP)
- (d) MILPERSMAN 1616-050, Enlisted Performance (E-5 and Below)
- (e) MILPERSMAN 1616-040, Enlisted Performance (E-6/7/8/9)
- (f) MILPERSMAN 1611-010, Officer Performance and Separations for Cause

BLUF: Due to several recent instances where the required documents following disciplinary actions imposed on a Sailor have NOT been submitted to the Sailor's Official Military Personnel File (OMPF), Command Pay and Personnel Administrators (CPPA), Legal Officers, and Administrative Professionals are urged to follow procedures below to ensure proper and timely inclusion of misconduct reports and documents to the Sailors' OMPF per naval directives.

DISCUSSION: Commander, Navy Personnel Command, Records Management Policy Branch (PER-313) continues to receive requests from the U.S. Veterans Benefits Administration regarding missing information in the OMPF that is affecting the VA's ability to make accurate and timely adjudication decisions on a member's VA benefit. Per Refs (a) and (b), required documents must be submitted to the OMPF in a timely manner (shortly after the event).

PERS-313 and PERS-832 have dedicated webpages regarding the process. Submit disciplinary records as follows:

Type of Misconduct	Reference	Resources Website	Submit to:
Misconduct: E-5 and junior	MILPERSMAN 1626-020 MILPERSMAN 1616-050	PERS-313 Misconduct Reporting: Misconduct Reporting (navy.mil)	pers813adinfo.fct@navy.mil
Misconduct: E-6 and senior	MILPERSMAN 1626-020 MILPERSMAN 1616-040	PERS-832 Misconduct Reporting: Enlisted Separations (navy.mil)	pers832adseps.fct@navy.mil
Misconduct: Officers	MILPERSMAN 1611-010	Officer Performance: Officer Performance & Separation (navy.mil)	pers-834@navy.mil

ACTION: Utilize the PERS-83 reporting letter templates when submitting misconduct reports. Additionally, a detailed step-by-step legal document submission guide is available on the PER-3 website:

<https://www.mynavyhr.navy.mil/Career-Management/Records-Management/Military-Personnel-Records/Misconduct-Reporting/>.

The submission of the Report of Non-Judicial Punishment (NJP/Civil Action/Courts-Martial) per Refs (d) and (e) does not eliminate the requirement to e-submit the stand-alone documents (i.e., NAVPERS 1070/607, NAVPERS 1626/7, or the NAVPERS 1070/606); see Ref (b) for procedures.

C. MPAs and PPIBs:

1. MPA 26-23 Defense Workload Operations Web System (DOWOS) Replacement of Case Type REENL/EXTNS

As of December 15, 2023, changes to submission of DOWOS case type are as follows:

CASE TYPE "REENL/EXTNS" HAS BEEN DEACTIVATED AND REPLACED WITH FOUR NEW CASE TYPES.

- "Reenlistment-Bonus"
- "Reenlistment-No Bonus"
- "Extension"
- "Retain in Service"

Refer to subject MPA for additional details, as required.

2. PPIB 23-25 Update to the Navy's System Authorization Access Request (SAAR) Process

Ref (a) NAVADMIN 259/23 Guidance for Navy System Authorization Access Request and Reciprocity

Ref (b) NAVADMIN 331/20 Navy System Authorization Access Request-Navy (SAAR-N) Reciprocity

Ref (a) cancels Ref (b) and updates the Navy's System Authorization Access Request (SAAR) process. **As part of this process update, Ref (a) directs the usage of the Department of Defense (DoD) SAAR Form (DD Form 2875) in place of the Navy SAAR-N (OPNAV 5239/14) effective 28 February 2024.** Navy policy and guidance for this process update is listed in paragraph (2) of Ref (a).

New Systems Access. All new systems access requests for the systems listed below should be submitted on the DD Form 2875 no later than 28 February 2024. Below is a listing of systems under the system access purview of MyNavy Career Center (MNCC) with the effective date of usage of the new SAAR. This is not an all-inclusive listing of systems affected by Ref (a).

- a. Enhanced Unit Commanders Financial Report (eUCFR) - already in place, using DD Form 2875

- b. Enterprise Customer Relationship Management (eCRM)/Salesforce - effective December 2023
- c. Integrated Automated Travel System for Windows (WINIATS) – effective December 2023
- d. Military Locator System (MLS) - effective December 2023
- e. Navy Standard Integrated Personnel System (NSIPS) - effective 24 February 2024
- f. Navy Personnel and Pay (NP2) - effective 24 February 2024
- g. Servicemembers Group Life Insurance (SGLI) Online Enrollment System (SOES) - already in place, using DD 2875

For NSIPS users, specifically Super Functional Area Managers (FAMs), NSIPS Access Managers (NAMs), and end-users, the NSIPS electronic SAAR will be coded to prevent users from uploading OPNAV Form 5239/14. Beginning 24 February 2024, users will be required to upload a completed DD Form 2875. No new systems access requests should be initiated with the OPNAV 5239/14 on or after Tuesday, 20 February 2024 for the SAAR to be reviewed and adjudicated in time.

Termination date of OPNAV 5239/14. The SAAR-N OPNAV 5239/14 will no longer be accepted with an Information Assurance Manager (IAM) signature AFTER 27 February 2024.

3. PPIB 23-26 Changes to Pet Expenses due to a Permanent Change of Station (PCS)

Ref (a) Joint Travel Regulations

The purpose of this message is to announce changes to pet expenses due to a Permanent Change of Station (PCS). Effective 01 January 2024, a Service Member on a PCS order may be authorized reimbursement for the costs related to one household pet arising from a PCS move. A household pet is a cat or a dog, owned for personal companionship. The amount reimbursed is limited to 550 dollars for a PCS move within the continental United States or 2,000 dollars for a PCS move to or from a location outside the continental United States.

Reimbursement must be claimed on DD 1351-2 and will be paid on travel settlement. The effective date of orders is used to determine eligibility for reimbursement. The effective date of orders must be on or after 01 January 2024. Refer to Ref (a) for additional requirements and information.

4. PPIB 24-01 Implemented Changes to the Period of Election to Enroll/Disenroll from the Montgomery GI Bill

Ref (a) NAVADMIN 226/23 Montgomery GI Bill Program Update

Ref (b) Department of Defense Instruction 1322.16, Montgomery GI Bill Program

Ref (c) BUPERSINST 1780.1A GI Bill Education Benefits Program

Ref (a) implemented changes to the period of election to enroll/disenroll from the Montgomery GI Bill (MGIB) as announced in Ref (b) and serves to update policies and procedures in Ref (c). These changes have the potential to impact service member pay since the MGIB will cost 1,200 dollars for each service member who does not actively opt-out of MGIB. Note that opting out of MGIB benefits does not impact the Service Member's Post 9-11 GI Bill benefits.

As of 05 January 2023, active duty service members are no longer authorized to make a decision to opt-out of MGIB during initial entry training. The opt-out window now occurs between days 180 and 270 of service, counted from the first day a member enters active duty. During this 90-day window, all eligible service members must be counseled and decide to opt-out of MGIB.

New Tool for Commanders: The Enhanced Unit Commanders Financial Report (eUCFR) implemented a tracking column titled *MGIB DAYS* to assist Commanders in tracking eligible enlisted personnel who will need to make a selection to opt-in or opt-out of the MGIB as stated above and as mandated in Ref (a). Commanders can find the member's status in the CO REPORTS - eUCFR - then scroll right to find *MGIB DAYS*. Color-coding will appear

for all accounts: service members between 150 through 179 days will be yellow, and service members between 180 through 270 days will be orange.

D. NAVADMINS:

1. NAVADMIN 017/24 Detailing Marketplace Assignment Policy Phase IV - DC and ABE Exclusive

Ref (a) BUPERSINST 1430.16G CH-1, Advancement Manual For Enlisted Personnel of the U.S. Navy & Navy Reserve

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

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

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

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

This NAVADMIN announces Detailing Marketplace Assignment Policy (DMAP) Phase IV and applies exclusively to Damage Controlman (DC) and Aviation Boatswain's Mate - Launching and Recovery Equipment (ABE) Sailors in the Active Component (AC). As a modification to Refs (a) through (e), all advancements to E-5 and E-6 for DC and ABE Sailors in the AC will be conducted via Advance to Position (A2P) and Command Advance to Position (CA2P) beginning 01 June 2024.

The requirements and process of DMAP outlined in Refs (a) through (e) remain in place. First sea tours for DC and ABE Sailors in the AC remain in a four plus three construct. Detailing Marketplace Incentive Pay (DMIP) remains only for Sailors that re-tour at sea via the four plus three construct.

2. NAVADMIN 010/24 March 2024 (Cycle 263) Active-Duty and Training and Administration of the Reserve (TAR) E-5 and E-6 Navy Wide Advancement Examinations

Ref (a) BUPERSINST 1430.16G CH-1, Advancement Manual for Enlisted Personnel of the U.S. Navy & Navy Reserve.

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

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

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

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

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

Ref (g) NAVADMIN 312/18, Advancement Policy Update.

This NAVADMIN provides guidance for the administration of the March 2024 (Cycle 263) Navy-Wide Advancement Exam (NWAE) for Active-Duty and Training and Administration of the Reserve (TAR) Sailors.

In line with Refs (a) and (b), the Enlisted Advancement Worksheet (EAW) is the authoritative source of data used to determine Cycle 263 E-5 and E-6 eligibility. Commands are to accurately validate, complete, and finalize all EAWs in the Navy Standard Integrated Personnel System (NSIPS). EAW discrepancies may be addressed via the Post-exam Administration Comment (PAC) process after worksheets are locked for the cycle.

Refer to subject NAVADMIN for additional details regarding:

- Cycle 263 Timeline
- Eligibility Requirements
- Exam Ordering
- Exam Administration and Answer Sheet Returns
- Discrepancy Correction
- NWAE Results

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.

3. NAVADMIN 006/24 Policy for the Assignment of Pregnant Sailors and Sailors Who Experience Perinatal Loss

- Ref (a) MPM 1300-1306, Active Duty Pregnancy Policy and Placement
- Ref (b) MPM 1306-1704, Availability Processing - Data Item Descriptions And Remarks For Report Submissions
- Ref (c) OPNAVINST 1300.21, Enlisted Manning Policy and Procedures
- Ref (d) OPNAVINST 6000.1D, Navy Guidelines Concerning Pregnancy and Parenthood
- Ref (e) ALNAV 017/23, Pregnancy Notification Policy
- Ref (f) NAVADMIN 058/23, Navy Supplemental Guidance to Command Notification of Pregnancy Policy, Administrative Absence and Travel for Non-Covered Reproductive Health Care
- Ref (g) Department of Defense Instruction 1327.06, Leave and Liberty Policy and Procedures.

This NAVADMIN changes policy and procedures for the assignment of pregnant Service Members in accordance with Refs (a), (b), and (c). Pregnancy is a natural event that can occur in the lives of Sailors. Pregnant Sailors are fully participating members of our Navy team and deserve every opportunity to continue their careers and advancement progression while serving our country.

Effective immediately, upon official command notification of pregnancy consistent with Refs (d) and (e), and submission of reassignment availability, pregnant Sailors will be re-assigned to fill a valid manpower requirement. Operational deferment (shore duty) orders will be written for a minimum of 24-months with a detach date approximately 30-days from receipt of the availability report. Once shore orders are executed, Sailors will be expected to complete their shore tour regardless of pregnancy status.

Refer to subject NAVADMIN for additional details applicable to operational units, ashore units, perinatal loss and policy exemption procedures.

E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 85 was published 18 Dec 2023. There are 31 revised, new, or canceled articles in the report. The QCR- 85 Report is accessible at: <https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/Documents/Quarterly%20Change%20Report%20CH-85.pdf?ver=2IFhdnrqHzVT20A8LgGZzg%3d%3d>

Five CH-86 MPM Article Updates have been posted since the Nov Monthly Summary and are listed below:

Article #	Article Title	Effective Date
1050-320	Request (Voluntary) Appellate Leave	24 Jan 24
1050-330	When the Convening Authority (CA) Acts	24 Jan 24
1200-010	Submarine Patrol Insignia Qualification (Update Pending)	23 Jan 24
1200-020	Deep Submergence Insignia Qualification	23 Jan 24
1910-157	Separation by Reason of Failure to Maintain Security Clearance (New Article)	03 Jan 24

The updated articles for CH 86 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 1050-320 Request (Voluntary) Appellate Leave

- Updated article's title to include "voluntary"
- Updated responsible office contact information
- Updated MNCC contact information
- Updated references
- Para 1, added the term "voluntary"
- Para 2 table, updated actions for appellate leave process steps

MPM 1050-330 When the Convening Authority (CA) Acts

- Updated responsible office contact information
- Updated MNCC contact information
- Updated reference
- Para 1 table, row 1, changed PERS-83 to PERS-8
- Para 1 table, row 2, removed "File copies in the service record"
- Para 1 table, row 3,

removed "file a copy of the Court Martial Promulgating Order and the CA's action in the field service record, updated Naval Legal Service Office (NLSO) to Region Legal Service Office, and changed rule "1112" with "1201"

MPM 1910-157 Separation by Reason of Failure to Maintain Security Clearance

New Article. Outlines administrative separation policy and procedure for enlisted members who fail to maintain necessary security clearance.

[CPPA-Resources](#) [SOP SharePoint Site](#) *CAC Required*

[SOP-Library](#) [SOP Power App Site Interactive](#) *CAC Required*

Stay Safe, Stay Healthy, and Stay Positive!

POC: [MNCC N7 talent.fct@navy.mil](mailto:MNCC_N7_talent.fct@navy.mil)

RESOURCE LINKS

[BUMED INSTRUCTIONS](#)

[BUPERS INSTRUCTIONS](#)

[CPPA RESOURCES](#)

[DJMS](#)

[DOD FMR](#)

[DOD INSTRUCTIONS / DIRECTIVES / FORMS](#)

[DON Memo dtd 30 June 2020](#)

[DON WEBSITE](#)

[JAG INSTRUCTION](#)

[JTR](#)

[KSD](#)

[MAILTO:MNCC_N7_talent.fct@navy.mil](mailto:MNCC_N7_talent.fct@navy.mil)

[MILPERSMAN](#)

[NAVADMINS](#)

[NAVMED FORM](#)

[NAVMED MANUAL](#)

[NAVPERS FORMS](#)

[NAVSUPINST](#)

[NPPSC FORMS](#)

[NPPSC INSTRUCTIONS](#)

[OF 1164](#)

[OMPF](#)

[OPNAV INSTRUCTIONS](#)

[OPS ALERTS](#)

[PPIBS-MPAS](#)

[SalesForce/eCRM](#)

[SECNAV INSTRUCTIONS](#)

[SECNAV MANUALS](#)

[SF FORMS](#)

[SGLV 8286](#)

[SOP's](#)

[US NAVY REGULATIONS](#)