

SOP CHANGE SUMMARY MARCH 2024

General Comments: As part of the update process 2024 NAVADMINs thru 069/24, PPIBs (thru 24-03), MPAs (thru 05/24), 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/workarounds 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) – 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>

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

Article #	Article Title	Effective Date
1050-340	Mandatory (Involuntary) Appellate Leave	28 Feb 24
1050-350	Appellate Review	28 Feb 24
1050-370	Appellate Leave Statement of Understanding (Canx)	28 Feb 24
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1910-100	Reasons for Separation	08 Mar 24
4650-020	Country Clearance and No-Fee Passport Requirement (Canx)	27 Mar 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:

NAVADMIN 064/24 Revised Guidance for Navy System Authorization Access Request and Reciprocity

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

Ref (b) Department of Navy Chief Information Officer Memorandum, Acceptable Use of Information Technology

Ref (c) OPNAV Instruction 5239.1E, U.S. Navy Cybersecurity Program

Ref (d) SECNAV M-5239.2, Department of the Navy Cyberspace Information Technology and Cybersecurity Work Force and Qualification Manual, June 2016.

Ref (e) DODI 5200.48, Controlled Unclassified Information

Ref (f) DODI 8500.01, Cybersecurity

Ref (g) DOD Manual 5200.02, Procedures for the DOD Personnel Security Program

Ref (h) SECNAV M-5210.2, DON Standard Subject Identification Code Manual

This NAVADMIN cancels and replaces Ref (a) and updates the Navy's System Authorization Access Request (SAAR) process as directed by Refs (b) through (h). The major changes to Ref (a) are the addition of language throughout

the message clarifying the need to replace the SAAR-N form (OPNAV 5239/14) with both the Department of Defense (DoD) SAAR Form (DD Form 2875) and the Navy User Agreement/Standard Mandatory Notice and Consent Provision.

Refer to subject NAVADMIN for additional details, as required.

B. Ops Alerts:

1. Ops Alert 008-24: Student Gains and Transfers Updates

This Ops Alert codifies changes to student transfer procedures, to include:

- CPPAs are reminded to submit transfers and gains for all individuals to ensure timely gain of accessions and student pipeline personnel.
- Pen and ink changes to student orders have reverted to no more than 30 days authorized per MILPERSMAN 1320-306.
- NPPSC 1300/1 Application for Transfer and Advances is not a required key supporting document (KSD) for a student transferring from courses of instruction to courses of instruction.

The following updates are applicable to CPPAs serving student populations:

1. CPPAs of schoolhouses must ensure transfer and gain cases are submitted via enterprise Customer Relationship Management (eCRM)/Salesforce to ensure the timely gain of students, the accurate posting of entitlements, and preventing over/under payments to students.

2. Pen and ink changes may modify report no later than dates by no more than 30 days to enlisted personnel in a TEMDU/TEMDUINS/DUINS (ACC 34X) at Recruit Training Command or service schools, per MILPERSMAN 1320-306. Commander, Navy Education and Training Command supply chain guidance memorandum #23-003 reinstates MILPERSMAN 1320-306 guidance for pen and ink changes to student orders, which had been expanded to 60 days due to operational delays caused by the COVID-19 pandemic. **Ops Alert 015-20 is hereby cancelled.**

3. NPPSC 1300/1 Application for Transfer and Advances is no longer a required KSD for a student transferring from courses of instruction to courses of instruction. This change streamlines required KSDs in order to more efficiently execute the transfer of student populations.

What This Means To You:

CPPAs: Ensure the timely submission of student gains and transfer cases via eCRM/Salesforce. Pen and ink changes to enlisted personnel in an ACC 34X status may not exceed 30 days. NPPSC 1300/1 Application for Transfer and Advances is no longer a required KSD for a student transferring from courses of instruction to courses of instruction.

2. Ops Alert 009-24: Self-Procured Travel Reimbursement Requests

References:

- (a) Joint Travel Regulations, Paragraph 0202 Transportation
- (b) Case Routing Guidance – Navy Passenger Transportation Office
- (c) Case Routing Guidance – Travel Claims, Travel Advances & Travel Debt

In most instances, Service Members are required to book their Permanent Change of Station (PCS) Travel through NAVPTO. On rare occasions, a Service Member's orders authorize self-procured transportation. When self-procured travel is necessary, Command Pay and Personnel Administrators (CPPAs) will request a Government Travel Rate (GTR) from Navy Passenger Transportation Office (NAVPTO) prior to a Service Member self-procuring

PCS transportation. NAVPTO will provide the GTR for the transportation as applicable. Refer to Ref (a) for restrictions on entitlements for self-procured travel.

To avoid non-reimbursable expenses, Service Members should route a self-procured travel cost comparison to NAVPTO prior to purchase. NAVPTO will provide the GTR for authorized self-procured travel to inform Service Members of the expenses Travel Processing Center can reimburse. When Service Members are authorized self-procured transportation, it is still recommended that Service Members use NAVPTO to procure air travel and rental cars. GTRs are a required Key Supporting Document (KSD) when submitting a travel claim if self-procured travel is involved. The reimbursable amount for self-procured travel is up to the amount authorized in the GTR; costs in excess of the GTR amount cannot be reimbursed.

Action:

- CPPAs representing detaching Service Members will submit requests to NAVPTO per Ref (b) PRIOR to the purchase of self-procured air travel.
- CPPAs representing gaining Service Members will submit requests to NAVPTO per Ref (b) AFTER the execution of PCS travel for rental car reimbursement.
- CPPAs will utilize Ref (a) regarding reimbursement for self-procured travel. If eligible for reimbursement, CPPAs will provide a GTR from NAVPTO when submitting travel claim cases.
- Cases submitted without the proper KSDs will be returned to the CPPA per Ref (c).

What This Means To You:

CPPAs: Ensure the timely submission of all travel claim KSDs to TPC. For requests involving self-procured travel, submit a NAVPTO GTR with travel claim submission.

This guidance has been incorporated into the Case Routing Guidance for NAVPTO and TPC, which can be found on the MyNavy HR CPPA Resources eCRM library.

3. Ops Alert 010-24: Navy and Marine Corps Relief Society Contribution Procedures

The purpose of this Ops Alert is to provide updated guidance for processing contributions to the Navy and Marine Corps Relief Society. Sailors and Commands serviced by Transaction Service Centers (TSC) will follow procedures outlined in this Ops Alert to ensure timely contribution deductions. Commands not serviced by TSCs (ex. CVN, AS, etc.) should follow locally established guidance.

The Navy Marine Corps Relief Society provides financial assistance to Sailors in need. CPPAs must process accurate and timely NMCRS transactions as part of sustained superior service to the Fleet. The preferred method for contributions – all year round – is for Sailors to establish their desired donation via the NMCRS site at <https://www.nmcrcs.org/get-involved/donate> or <https://www.nmcrcs.org/adfd>. This is the most effective way for Sailors to make direct contributions to the NMCRS. Alternatively, Sailors may turn the NMCRS Contribution Form to their local NMCRS Active Duty Fund Drive representative, who will submit all forms to the Command Pay and Personnel Administrator (CPPA). DO NOT return contribution forms to the local NMCRS office. CPPAs will submit contribution forms via enterprise Customer Relationship Management (eCRM)/Salesforce to their servicing TSC, utilizing the selections below:

Request Type: MILPAY
Problem Code: Allotments
Routed To: HRSC

For Mass NMCRS eCRM PERSPAY Case:

- Command Memo MUST list members in alphabetical order with full SSN
- Supporting documents scanned in order as listed in the memo
- eCRM)/Salesforce Case Subject Line: NMCRS UIC XXXXX

Delays in submitting Sailors' disenrollment forms may lead to erroneous pay deductions.

4. Ops Alert 011-24: Aging Salesforce Cases in Initiated Status

On Monday, 18 March 2024, Navy Pay and Personnel Center (NPPSC) commenced a new round of eCRM/Salesforce case closures lingering in an **"Initiated"** status. Cases remaining in an **Initiated** status (not yet Submitted) can unintentionally and negatively affect Sailor pay when they contain valid work that is not submitted in a timely manner. Action required by Command Pay and Personnel Administrators (CPPA):

- Do not "pre-stage" cases in **Initiated** status, and only create/submit cases when required initial Key Supporting Documents (KSD) are available.
- Immediately review ALL cases in an **Initiated** status and submit the cases for action if the cases are still valid or close the cases if obsolete.

Recap: On 03 January 2024, in accordance with Ops Alert 014-23, NPPSC began an initial round of case closures of cases in an **Initiated** status created 180 days or more earlier with an effective date of 30 days or more. On Friday, 16 February 2024, in accordance with Ops Alert 003-24, a second round of closures began for cases with an **Initiated** date (Case Age) greater than 30 days and with an effective date older than 14 days.

Beginning 18 March 2024, any cases in an **Initiated** status with a case age of more than 7 days, regardless of effective date, will be closed. Following 18 March 2024, cases in an Initiated status that exceed 7 days in case age will be closed each business day.

CPPAs should immediately review ALL cases in an Initiated status and submit the cases for action if the cases are still valid or close the cases if obsolete.

CPPAs should not "pre-stage" cases within Salesforce. When a CPPA creates a case but determines a KSD must still be acquired, the CPPA should close the case and create a new case once all initial KSDs are acquired.

What This Means To You:

- CPPAs should immediately review ALL cases in an Initiated status and submit the cases for action if the case is still valid.
- CPPAs have the capability to close cases in an Initiated status themselves. Do NOT submit a case for action only asking for it to be closed. CPPAs reviewing cases currently in Initiated status that are obsolete should preemptively close the case(s) themselves. To close a case in Salesforce, add an appropriate case comment, click on the pencil icon next to "Status", select "Closed" on the drop down, and click on the "Save" icon.
- CPPAs should immediately discontinue pre-staging cases in Salesforce.

5. Ops Alert 012-23: High Year Tenure (HYT) Plus Program Extension and Verification of Estimated Date Loss from the Navy (EDLN) Prior to Contract Submission - High-Year Tenure Plus Indefinite Extension Training (.ppt attached)

Per NAVADMIN 277/23, the HYT Plus program is indefinitely extended. This removes the end date for the HYT Plus policy allowing Sailors to apply for new jobs through the MyNavy Assignment portal, or extend at their current command to complete a full tour, even if they go beyond the HYT threshold for their pay grade. Note: For E9 TAR Sailors, SELRES Command Master Chief (CMDCM), and SELRES Command Senior Chief (CMDCS) the HYT policy will resume on 01 Oct 24.

Upon detailer approval, CPPAs must verify the Sailor's EDLN has been updated in NSIPS (see steps below). If the EDLN has not been updated to match the Sailor's approved HYT Plus assignment, CPPAs should submit a request to BUPERS-328 via MNCC (askmncc.fct@navy.mil) or at 833-330-MNCC to remove HYT flag and update EDLN. Once EDLN has been confirmed, CPPAs will generate the appropriate retention contract and submit the case to TSC Naples.

CCCs/ CPPAs must not create or submit a reenlistment or extension contract whose expiration date goes beyond the approved HYT Plus EDLN date without prior approval from BUPERS-328.

VERIFYING HYT / EDLN:

CPPAs will navigate in NSIPS to Main Menu > Electronic Service Record > Inquire > Member Data Summary

- In "Empl ID", type member's SSN, click "Search."
- Scroll down to "Contract Information" and verify the members EDLN.

STEPS:

1. Once a Sailor is selected for a valid billet or their PRD has been extended, the CPPA will verify EDLN has been updated in NSIPS.

Note: If the EDLN has not been updated, the command should reach out to BUPERS-328 for EDLN adjustment.

2. Upon EDLN update, CPPA submits retention contract via eCRM to TSC Naples, ensuring the contract expiration date is not beyond the EDLN date.

Note: Reenlistment and Extensions case routing guidance and associated training are available on the MyNavy HR CPPA resources page (scroll down to PERSPAY eCRM Case Routing Guidance).

Note: If a Sailor approved for HYT Plus has an active separation or retirement case, CPPAs must notify TSC Norfolk via eCRM to cancel the active separation or retirement case.

What This Means To You:

CPPAs – Verify EDLN for Sailors approved under HYT Plus before submitting a new retention contract.

6. Ops Alert 013-24: OBLISERV Authorization Changes - MyNavy Assignment Release 4.9A2

The MyNavy Assignment (MNA) release 4.9A2 changes the manner in which Active Duty Sailors apply for and receive Obligated Service (OBLISERV) authorization to reenlist or extend.

Previously, Active Duty Sailors applied for OBLISERV Authorization via Career Waypoints (C-WAY) before applying for jobs. Now, MNA will automatically generate any necessary OBLISERV request as part of the Sailor's job application submission.

Critical Role of the Sailor

Sailors are required to update their Personal Information, Career History, Preferences, and Resume in MNA under "My Info" Tab. Additionally, Sailors outside of their Orders Negotiation Window (ONW) who need to reenlist or extend can submit a request via the MNA Sailor Home Page by simply clicking the "Submit OBLISERV Request" button.

Critical Role of the Command Career Counselor (CCC)

It is crucial CCCs monitor, update, and track the OBLISERV status of Sailors assigned to their command(s) and update their OBLISERV intentions in MNA via the OBLISERV tracker. Updating OBLISERV intentions allow Detailers to efficiently route applications in a timely manner, grant extensions, and perform other key functions dependent on knowledge of a Sailor's intentions. The CCC also needs to ensure eligibility data in C-WAY is kept up to date, especially the CO's recommendation. With the Detailing Marketplace Assignment Policy (DMAP) process, some Sailors will be eligible for orders well outside their ONW.

Changes to the OBLISERV Process for Active Duty Sailors

For job application driven OBLISERV Authorization requests, Active Duty Sailors no longer need to apply for an OBLISERV quota via C-WAY. All C-WAY data is now in MNA, and a Sailor simply has to submit a job application via MNA. MNA will automatically apply for OBLISERV Authorization, if necessary. Note: Targeted Reentry Program (TRP) and SELRES Sailors will still fall under legacy C-WAY OBLISERV approval process.

What This Means To You:

- CPPAs: C-WAY approval letters are no longer issued or required to be submitted as a KSD for Active Duty Reenlistment/Extension cases.
- CPPAs: Visit <https://www.mynavyhr.navy.mil/Career-Management/Career-Counseling/C-WAY/> for most recent information

C. MPAs and PPIBs:

1. MPA 03/24 Tax Withholding for Members with a State of Legal Residence of Indiana

Ref (a): Indiana Department of Revenue Income Tax Information Bulletin #27 – IN State Bulletin that Provides Guidance Concerning the Application of Indiana Individual Income Tax to Personnel of the U.S. Military.

Ref (b): Navy DJMS Procedures Training Guide (PTG)

1. The purpose of this message is to announce modifications to tax withholding for the state of Indiana effective January 1, 2024, in regard to service members claiming Indiana as their state of legal residence.
2. Ref (a) addresses, beginning in tax year 2024, service members claiming Indiana as state of legal residence will be exempt from state income tax withholdings.
3. State income tax withholding will be eliminated on payments issued as of 15 JAN 2024 for service members currently having Indiana as their state of legal residence. Service members that did not have Indiana established as their state of legal residence prior to the 15 JAN 2024 pay date must have their finance office submit an FK04 transaction with a DECTN-ELECTN EQ N. The start date must be current processing month.
4. Members should be advised to review their LES to understand the impact of this change on their personal finances. Members should also speak with their command or installation finance counselor or a tax advisor regarding how this change will affect their future federal and state tax filing requirements.
5. Ref (b), the Navy Procedure Training Guide (PTG), will be updated to reflect this change.

2. MPA 04/24 DJMS-AC Update Schedule for Mid-Month (MM), Month End Restructure (MER), and First Update for the Work Months of Apr, May, and Jun 2024

The purpose of this message is to publish the DJMS-AC update schedule identifying the first update, Mid-Month (MM), and Month End Restructure (MER) for the work months of April, May, and June 2024. Refer to subject message for milestone dates.

3. MPA 05/24 New Minimum Threshold for CONUS COLA Effective 01 April 2024

Ref (a) National Defense Authorization Act for Fiscal Year 2024

1. The National Defense Authorization Act for Fiscal Year 2024 (FY 2024 NDAA) lowered the minimum threshold the DoD uses to determine eligibility for the Continental U.S. Cost-of-Living Allowance (CONUS COLA) to more members stationed in additional high cost areas and to pay more to those stationed in existing CONUS COLA locations.

2. Per Ref (a), effective 01 April 2024, the DoD will pay CONUS COLA to service members assigned in areas with cost of living that exceeds 107 percent of the average CONUS cost-of-living. The previous threshold was 108 percent of the CONUS average.

3. Members stationed in areas that will qualify for CONUS COLA that previously did not, or in areas that will qualify for a higher CONUS COLA payment, will see changes in their 15 April 2024 paycheck.

4. Newley added COLA locations are:

- West Point, NY
- Boston, MA
- Sacramento, CA
- Boulder, CO
- Seattle, WA

5. CONUS COLA is a taxable allowance. CONUS COLA is only payable when costs at a location exceed average CONUS costs by an established threshold percentage, now 107 percent. Rates can increase, decrease, or remain the same. Additional information on the CONUS COLA program can found on the following site:

<https://www.travel.dod.mil/Allowances/CONUS-Cost-of-living-Allowance/>.

4. PPIB 24-02 Corrections to Basic Allowance for Housing (BAH) Entitlement for Sailors Without Dependents Assigned Government Quarters During Transit Between Permanent Duty Stations (PDS)

Ref (a) Department of Defense Financial Management Regulation Volume 7A Chapter 26.

Ref (b) PPIB 22-22

This Pay and Personnel Information Bulletin (PPIB) supersedes Ref (b) and addresses corrections to Basic Allowance for Housing (BAH) entitlement for Sailors without dependents assigned government quarters during transit between Permanent Duty Stations (PDS).

Ref (a) authorizes a housing allowance to Sailors without dependents while in transit between PDS and in a Temporary Duty (TDY) status, including attendance at Officer Candidate/Development School, which houses candidates in government quarters. Additionally, Ref (a) Table 26-45, rules one and three provides start/stop dates for BAH from a PDS in the United States and rules two and four provide start/stop dates for BAH/Overseas Housing Allowance (OHA) from a PDS outside the United States.

Per Ref (a) Section 10.10.3.1, a reserve component member, without a dependent, attending accession training is authorized BAH or OHA based on the primary residence location at the time called or ordered to active duty if the service member maintains a residence and continues to be responsible for rent or owns the residence.

Service Members should work with their Command Pay and Personnel Administrator to assist with identifying qualifying periods of transit between PDS where a BAH entitlement existed and may not have been paid.

The accession pipeline ends upon a sailor reaching their first PDS which includes scheduled training locations for 140 or more days.

5. PPIB 24-03 Changes to Permanent Change of Station (PCS) Allowances When Attending Professional Military Education (PME) Training or Class on PCS Orders

Ref (a) Joint Travel Regulation, Training Travel, Chapter 3 Part B.

The purpose of this message is to announce changes to Permanent Change of Station (PCS) allowances when attending Professional Military Education (PME) training or class on a PCS order for a period of not more than one year and return travel is to the service member's prior duty station where service member and dependent(s) reside. Ref (a) authorizes per diem in the amount of the Basic Allowance for Housing (BAH) without dependent

rate while at PME or training. The Fiscal Year 2023 National Defense Authorization Act, Section 625, authorizes retroactive payments to 23 December 2022.

If government quarters are not available at the location of PME or training, a statement of non-availability must be obtained.

The required key supporting documents for this entitlement are:

- (1) Travel Voucher 1351-2 with effective dates prior to filing date, 30 days at a time, BLOCK 18 annotated with (BAH as PER DIEM per JTR 032201);
- (2) Certificate of Non-Availability; and
- (3) Receipt for lodging.

For additional information see Ref (a).

D. NAVADMINs:

1. NAVADMIN 061/24 FY25 Seaman to Admiral-21 Program Announcement

Ref (a) OPNAVINST 1420.1B, Enlisted to Officer Commissioning Programs Application Administrative Manual

Ref (b) NAVADMIN 177/17, Nuclear Trained Sailor Applications to Officer Commissioning Programs

Ref (c) Program Authorization 150A, Seaman to Admiral-21 Nuclear Option Commissioning Program

Ref (d) COMNAVCRUITCOMINST 1130.8M, Navy Recruiting Manual

This NAVADMIN solicits applications and provides guidance for the Fiscal Year (FY) 2025 Seaman to Admiral-21 (STA-21) Commissioning Program. Applicants stationed outside the United States at any time between 1 February 2023 and 30 June 2024 or those who were deployed at any time between 1 February 2023 and 30 June 2024 may apply without a valid Scholastic Aptitude Test (SAT) or American College Test (ACT), if they meet the requirements detailed in paragraph 8h of this NAVADMIN. The SAT or ACT application requirement is also waived for all STA-21 Nuclear option (STA-21(N)) applicants. Supplemental information for applicant submission is provided in paragraphs 8g and 8h of this NAVADMIN.

Refer to subject NAVADMIN for additional details.

2. NAVADMIN 053/24 Career Transition Office Name Change

This NAVADMIN announces and discusses the name change for Navy Personnel Command (NAVPERSCOM) Career Transition Office (CTO) (PERS-97) from CTO to Reserve Processing and Affiliation Center (RPAC).

Background. Commander, Navy Personnel Command, Commander, Navy Reserve Force and Commander, Navy Recruiting Command have been engaging in functional re-alignment, transforming the Active Component to Reserve Component (AC2RC) process towards a "One Sales Agency" approach designed to maximize accession on-ramps, off-ramps, and retention across the Navy Reserve. As a part of this transformation, PERS-97 is transitioning to a processing center of excellence, centralizing transactions required to successfully affiliate transitioning members with the Navy Reserve. The shift from CTO to RPAC is representative of these changes and the inherent goal of providing enhanced customer service.

Process. The AC2RC affiliation process has been revised to capitalize on the strengths of all stakeholders involved. Commanding Officers (COs), command triads, and Command Career Counselors (CCCs) must review subsequent updates to respective policies and positional course syllabi to better advise their transitioning Sailors.

a. Enlisted Sailors will continue to initiate the affiliation process through their CCCs via a Career Waypoints-Reenlistment application or an Enlisted Personnel Action Request (NAVPERS 1306/7), for a Selected Reserve

(SELRES) quota. Following quota adjudication by Enlisted Reserve Community Management (BUPERS-352), all Sailors with an approved quota will be contacted by RPAC regarding their SELRES affiliation.

b. Officers resigning from Active Duty will be counseled by the CO or Executive Officer on the benefits of continued service in the Navy Reserve. Upon approval of their resignation by NAVPERSCOM Unqualified Officer Resignations (PERS-45), all officers will be initially contacted by the Navy Recruiting Reserve Command (NRRC) outreach team and processed for SELRES affiliation. After initial contact, NRRC will hand off transitioning officers to RPAC for continued processing to on-ramp at their respective Navy Reserve Center.

3. NAVADMIN 052/24 2024 Meritorious Advancement Season One

Ref (a) NAVADMIN 168/23, Navy-Wide Apprentice (E1-E4) Advancement Changes

Ref (b) NAVADMIN 109/23, DMAP Phase III

Ref (c) NAVADMIN 017/24, DMAP Phase IV

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

This NAVADMIN announces the policy and guidance for Calendar Year (CY) 2024 Season One Meritorious Advancement Program (MAP) for Active Duty (Active Component and Training and Administration of the Reserve (TAR)) Sailors. MAP Season One runs from 15 March through 15 April 2024.

Refer to subject NAVADMIN for additional details regarding:

- MAP Quotas
- Future Program Changes
- MAP Advancement DMAP Exclusions
- Command NSIPS MAP User Role Requirements

MAP Website: MAP quotas by unit identification code, forms and frequently asked questions can be found at: <https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-Career-Admin/Advancement/MAP/>.

E. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 85 was published 18 Dec 2023. MPM QCR- 85 Report is accessible at:

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

MPM 1050-340 Mandatory (Involuntary) Appellate Leave

- Updated article title to include “involuntary”
- Updated responsible office contact information
- Added MyNavy Career Center contact information
- Updated references
- Para 2 added instruction about DNA requirements prior to appellate leave commencing
- Para 2 table updated
- Article has been revised throughout and should be reviewed in its entirety

MPM 1050-350 Appellate Review

- Updated responsible office contact information
- Added MyNavy Career Center contact information
- Para 1 table updated
- Article has been revised throughout and should be reviewed in its entirety

MPM 1050-370 Appellate Leave Statement of Understanding

- **Cancelled. Information transferred to MILPERSMAN 1050-320 and MILPERSMAN 1050-340.**

MPM 1070-030 Creating the Officer Permanent Personnel Record

- Updated responsible office information
- Updated forms throughout the article
- Updated MILPERSMAN article references
- Added PERS-911 as an action office for submission of documents

MPM 1070-170 Documents Filed in the Permanent Personnel Record

- Cancelled. Article is no longer applicable, information regarding documents filed to the permanent record is covered in BUPERSINST 1070.27E.

MPM 1070-220 Citizenship Entries in the Enlisted Personnel Record

- Article Cancelled. Per DoD Instruction 1336.08, naturalization and passport documents are not part of the military HR record, each Service can file personal documents if deemed necessary to the Service member's career. These documents have been reviewed and determined to have no long-term value being stored in the member's military HR record.

MPM 1300-302 Suitability for Overseas and Remote Duty Assignment and Suitability Reporting

- Updated references
- Subpara 3p, changed PERS-811 to BUPERS-328
- Subpara 4a, updated California to Bridgeport, China Lake, San Clemente Island, and San Nicolas Island
- Subpara 6f (3), added electronic submission to the official military personnel file.
- Article has been revised throughout to align with references and should be reviewed in its entirety.

MPM 1306-904 Brig/Transient Personnel Unit (TPU)/Transient Personnel Detachment (TPD) Staff

- Updated MyNavy Career Center contact information
- Para 1, updated background information
- Para 2, updated to include requirement of no record of conviction by court-martial or non-judicial punishment during the past 36 months, and maintain a clear record of positive conduct and work performance during their assigned tour at a military corrections facility.
- Subpara 2b, updated school title and location
- Subparas 2c through 2c (5), updated NEC
- Subpara 2d, updated screening documentation requirements

MPM 1331-040 Navy Chaplain Corps Officer Career Status

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

MPM 1500-020 First Aid Training Requirements (Admin)

- Updated responsible office.

MPM 1770-010 Definitions and Acronyms

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

MPM 1910-100 Reasons for Separation

- Para 1 table, updated voluntary reasons for ADSEP
- Para 2 table, updated involuntary reasons for ADSEP

MPM 4650-020 Country Clearance and No-Fee Passport Requirements

- Article cancelled. Policy and procedures no longer apply per DoD Manual 1000.21 and OPNAVINST 4650.15. The Department of the Army has been designated as the DoD agent for all passport matters contained within this article.

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