

SOP CHANGE SUMMARY MAY 2024

General Comments: As part of the update process 2024 NAVADMINs thru 109/24, PPIBs (thru 24-06), MPAs (thru 08/24), 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

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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<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

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

Article #	Article Title	Effective Date
1000-130	Name Change Service Member	05 May 24
1131-040	Appointment of Officers in the Navy Reserve, Prior Service	28 May 24
1200-070	Nuclear Weapons Security (NWS) Insignia	20 May 24
1300-082	Interservice Transfer of an Officer Into the Navy	28 May 24
1306-962	Instructor Duty at Naval School of Music	05 May 24
1770-200	Deceases Member Personal Effects	03 May 24
1910-152	Separation by Reason of Non-Compliance with Alcohol Rehabilitation Treatment	02 May 24

1916-010	Release from Active Duty of Reserve and Retired Enlisted Personnel	05 May 24
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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:

MPA 08-24 DJMS-RC Update Schedule for the Work Months of July, August, and September 2024

The purpose of this message is to publish the DJMS-RC update schedule identifying the run date, type of update, paydate, and high date paid for the work months of July, August, and September 2024. 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 specific milestone dates.

B. Ops Alerts:

Ops Alert 16-24: Update to Ops Alert 44-19 – Removal of DD 577 Requirement for PCS Travel Claim Submission

Command Pay and Personnel Administrators (CPPA) are not required to be designated as Approving Officials (AO) on the DD Form 577 for Permanent Change of Station (PCS) Travel Claims (DD 1351-2) submitted to Travel Processing Center (TPC) Memphis. The DD 577 requirement remains for Service Members performing duties as AOs in Defense Travel System (DTS) for Temporary Duty (TDY) vouchers. Other (non-PCS travel claim) DD 577 requirements remain unchanged (i.e., MILPAY cases).

CPPAs are no longer required to be designated as AOs on a DD 577 to sign PCS Travel Claims submitted to TPC Memphis. CPPAs are still required to sign as Reviewer on DD 1351-2. Additionally, the DD 577 is no longer a required KSD for PCS Travel Claim submissions to TPC Memphis. This Ops Alert changes Ops Alert 044- 19 only in regard to PCS Travel Claims submitted to TPC. Commands are responsible for ensuring CPPAs are trained and comply with regulations and guidance pertaining to PCS Travel Advance and Travel Claim submission procedures.

CPPAs are still required to maintain DD 577s for all other MILPAY cases per OPS Alert 044-19.

****CPPA Level III always requires designation by proper authority on a DD 577.****

****This does not apply to CPPAs processing TDY vouchers in DTS. Personnel with AO access in DTS are required to be designated by proper authority on a DD 577.****

What This Means To You: CPPAs – Not required to maintain/submit DD 577 for PCS Travel Claims to TPC Memphis. All other PCS Travel KSDs still apply. CPPAs are still required to sign as Reviewer on DD1351-2.

C. MPAs and PPIBs:

1. MPA 07-24 Information for TSP ASKDFAS Ticket Submission

This Military Pay Advisory announces the askDFAS ticket submission process for Navy Military Pay Thrift Savings Plan (TSP) cases. Members can use the askDFAS Module for TSP contribution inquiries, Separation Code requests, and address updates.

To access the askDFAS module for Navy TSP contribution inquiries please go to <https://www.dfas.mil/>. While at DFAS.mil click on "MILITARY MEMBER" then "AskDFAS" on the left side of the screen. On the AskDFAS page, click on the "MILITARY SERVICE MEMBERS" and then click on SUBMIT AN ASKDFAS TICKET". On the next page, scroll down and select "NAVY & MARINE MILITARY PAY REQUESTS". On the next page, use the Category scroll box to

select "NAVY - THRIFT SAVINGS PLAN (TSP) REQUESTS". Finally, Under the Subcategory scroll box, select the appropriate field for the request and click on "SUBMIT A TICKET" at the top left.

2. PPIB 24-06 Disabling Dormant NSIPS Accounts

Ref (a) DON IT Control Standards Requirement to Disable Accounts within 3 Federal Business Days upon Notification of Separation (NOTAL)

In accordance with the requirements as set forth in Ref (a), effective May 20, 2024, the Navy Standard Integrated Personnel System (NSIPS) Project Management Office (PMO) will implement system program edits to remove all dormant NSIPS accounts in which the user's Common Access Card (CAC) has either expired or was revoked. No impact to the current active user base is anticipated, but if an active user experiences any log on issues, or if an account is incorrectly disabled, user should contact the NSIPS Help Desk at 1-833-637-3669, or email nesd@nesd-mail.onbmc.mil for support.

To prevent service interruption, users are advised to check their CAC expiration date and renew in advance when possible. Questions regarding personnel, pay, and transportation transactions should be sent to the MyNavy Career Center Human Resource Service Center at 1(833)330-6622 or askmncc@navy.mil.

D. NAVADMINS:

NAVADMIN 104/24 Blended Retirement System Calendar Year 2025 Continuation Pay Rates

REF/A/DOC/TITLE 37 U.S. CODE SECTION 356//

REF/B/DOC/DOD 7000.14R//

REF/C/MSG/CNO WASHINGTON DC/271444ZSEP16//

REF/D/DOC/COMNAVPERSCOM/22FEB20//

Ref (a) Statutory Legal Authority for Continuation Pay.

Ref (b) Chapter 66 of the Financial Management Regulation on Continuation Pay.

Ref (c) NAVADMIN 217/16, Announcement of the Blended Retirement System for the Uniformed Services.

Ref (d) MPM 1810-081, Continuation Pay for Members Enrolled in the Blended Retirement System.

This NAVADMIN announces the Blended Retirement System (BRS) mid-career Continuation Pay (CP) rates for Calendar Year (CY) 2025. For CY25 CP rates for Active Component is two and a half times the monthly basic pay for a Service Member of that grade who has reached 12 Years of Service (YOS). Total CP for Training and Administration of the Reserves is two and a half times the monthly basic pay for a Service Member of that grade who has reached 12 YOS. Total CP for Selected Reserve is half the monthly basic pay for a Service Member of that grade who has reached 12 YOS.

In line with Refs (a) through (d), Service Members who want to receive the mid-career CP are reminded that they must be enrolled in BRS and request CP before 12 YOS. The CP election is made via Navy Standard Integrated Personnel System (NSIPS), which can be accessed via MyNavy Portal quick links. For Service Members who have provided NSIPS with an up-to-date email address, NSIPS will send an email notification of CP eligibility at 11 years 6 months YOS, 11 years 9 months YOS, and a final reminder at 11 years 11 months YOS. Service Members who are unable to elect CP through NSIPS may manually elect CP through their Command Career Counselor via NAVPERS 1070-613. CP information to include details on electing CP can be found in Refs (c) and (d). A copy of the CY25 CP rate memorandum can be found at: <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Family-Readiness/Personal-Financial-Mgmt/>.

For any other CP issues, Service Members should reach out to MyNavy Career Center (MNCC) at 833-330-MNCC or askmncc.fct@navy.mil.

This NAVADMIN will remain in effect until superseded or canceled, whichever occurs first.

E. MPM Revision Updates: MPM Quarterly Change Report (QCR) – 86 was published 04 Apr 2024. There are 28 article updates/cancellations or new issuance summarized in QCR – 86. MPM QCR- 86 Report is accessible at: <https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

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

MPM 1000-130 Name Change of Service Member

- Updated responsible office from PERS-313 to MNCC
- Para 3, changed DD 2923 to SF 901
- Para 4 and para 4 note, removed DD 1343

MPM 1131-040 Appointment of Officers in the Navy Reserve, Prior Service

- Updated title of article
- Updated responsible office contact information
- Updated MyNavy Career Center contact information
- Added references
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1200-070 Nuclear Weapons Security (NWS) Insignia

- Updated references

MPM 1300-082 Inter-Service Transfer of an Officer into the Navy

- Changed the responsible office from PERS-83 to BUPERS-31
- Updated contact information to reflect MyNavy Career Center.
- Updated references
- Removed forms block
- Para 3, deleted third parties from submitting applications
- Article has been revised throughout and should be reviewed in its entirety

MPM 1306-962 Instructor Duty at Naval School of Music

- Updated responsible office title and contact information
- Updated references
- Subpara 2a, added "AXXA" NEC for naval Service members and clarified MOS's reference to Marines
- Minor administrative changes

MPM 1770-200 Deceased Member Personal Effects

- Article title changed for subject clarity
- Updated responsible office code and contact information
- Updated MyNavy Career Center contact information
- Updated references
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1910-152 Separation by Reason of Non-Compliance with Alcohol Rehabilitation Treatment

- Updated responsible offices contact information
- Updated references
- Updated article title and verbiage throughout for compliance with SecDef memo of 7 Nov 2022 requiring all DoD policies and guidance documents to change any language that stigmatizes mental health issues and/or help-seeking behaviors
- Subpara 4a, updated requirement to level 2 treatment in line with current Navy policy
- Subparas 4b through 4d, updated descriptions of non-completion of alcohol treatment to match current Navy policy
- Para 6, clarified which office to send waiver requests to for active duty, TAR, and SELRES, and added a link to sample waiver request
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1916-010 Release from Active Duty of Reserve and Retired Enlisted Personnel

- Updated responsible office from PERS-4913 to PERS-913
- Added MyNavy Career Center contact information
- Updated reference
- Changed FTS to TAR throughout the article
- Subpara 2a, changed the approving authority from PERS-4913 to BUPERS-352 and added MILPERSMAN 1160-120 as HYT reference
- Subpara 2b, updated exception to policy information and approval authority
- Subpara 2d updated to reflect waiver request information
- Subpara 3a, updated information concerning retirement credit
- 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!

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](#)

[DS-11](#)

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