

SOP Updates March 2025

General Comments: As part of the update process 2025 NAVADMINs (thru 065/25), PPIBs (thru 25-06), MPAs (thru 08/25), 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/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. NPPSC Forms (New, Updated Revisions, or Cancellations)

1. NPPSC 1900/5 Reserve on Active Duty Deactivation Questionnaire (New Form MAR 2025)
2. NPPSC 1900/6 Reserve on Active Duty Deactivation Checklist (New Form MAR 2025)
3. NPPSC 4650/1 Passenger Reservation Request (Updated Form MAR 2025)
4. NPPSC 7220/5 Temporary Lodging Allowance (TLA) Worksheet (Updated Form MAR 2025)

F. MPM Revision Updates:

MPM Quarterly Change Report (QCR) – 89 was published 08 January 2025. There are 13 revised, new, or canceled articles in the report. MPM QCR- 89 Report is accessible at:

https://www.mynavyhr.navy.mil/Portals/55/Reference/MILPERSMAN/Documents/Quarterly%20Change%20Report%2089.pdf?ver=w-UAS_dqKKiqcPN8_zq2PA%3d%3d.

Seven CH-90 MPM Article Updates have been posted since the February Monthly Summary and are listed below:

Article #	Article Title	Effective Date
1300-1401	Permanent Limited Duty (New Article)	26 Feb 2025
1746-030	Meal Passes for Enlisted Personnel	26 Feb 2025
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1301-202	Officer Special Assignments – Nominative Billets/Nomination of Officers	20 Mar 2025
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1306-913	Flag Writer NEC (791D)	20 Mar 2025
1000-131	Member Gender Marker Change (Cancelled)	27 Mar 2025

The updated articles for CH-90 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: See Below.

B. Ops Alerts:

1. Ops Alert 004-25 Full Power Navy Retention Engagement Update

Sailors within 12+ months of soft expiration of active obligated service (SEAOS) will be assigned enterprise Customer Relationship Management (eCRM)/Salesforce cases to support command and NAVPERSCOM (NPC) Full Power Navy (FPN) Retention Engagement efforts (formerly known as “P33 Retention Engagement” cases). The intent is to accelerate completion of administrative actions (OBLISERV) for Sailors who intend to continue their career while providing a mechanism to request NPC-targeted retention engagements for exceptional Sailors who are undecided. Additional guidance will be provided to Command Triads via NPC directed emails. **This Ops Alert cancels Ops Alert 002-25 of 14 Jan 2025 to reflect a change in scope for the FPN Retention Engagement initiative. FPN Retention Engagement will now capture Sailors with a SEAOS beyond January 2027.**

Sailor Counseling & Mentorship: In addition to eCRM cases, NPC will contact command Triads via email listing Sailors who require engagement. Triad feedback is critical in identifying exceptional Sailors who require NPC-targeted retention engagement to stay Navy.

eCRM Case Management: Unit CPPAs will coordinate with Command Career Counselors (CCC) to provide initial eCRM case comments for each FPN Retention Engagement case. Subsequent command engagement efforts should also be documented in “Case Comments” while the case remains open. If the command identifies a Sailor for NPC-targeted retention engagement, additional context should be provided (i.e., assignment options which may influence the Sailor to stay Navy). For all cases, change the case status to “Submitted” once engagement efforts have been completed.

Command engagement should achieve 100% contact: For Sailors who have orders and have not completed OBLISERV requirements, indicate their intentions in eCRM. Sailors must complete OBLISERV requirements within 30 days of receipt of orders or explain why there is a delay (there are circumstances where delay is appropriate). Additionally, command Triads and CCCs should engage Sailors with retirement or separation orders to verify separation intentions and, if appropriate, should be identified for NPC-targeted retention engagement.

NSIPS Unit Administration Module Verification: Upon receipt of this Ops Alert, CPPAs must verify their command's UIC(s) points of contact information in the Navy Standard Integrated Personnel System (NSIPS) Unit Administration module. This information will be used to distribute NPC emails to command leadership. Reference Ops Alert 021-24 of 5 Aug 24, NSIPS Unit Administration Module Update by CPPA.

Case Routing Guidance: CPPAs will follow the FPN Case Routing Guidance posted on the MyNavy HR CPPA Resources website > eCRM Resources.

What This Means To You:

CPPA: Ensure Command Triad and CPPA contact information is accurate in the NSIPS Unit Administration module.
CPPA: Update Case Comments for all "FPN" eCRM cases and request direct engagement with those Sailors identified for NPC-targeted retention engagement.

CPPA: Monitor eCRM for "FPN" cases assigned to all UICs which you manage (i.e., Sailor assigned to different UIC than CPPA).

2. Ops Alert 005-25 NPPSC Forms Update

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

The following forms are available on the MyNavy HR website. Previous editions of all NPPSC forms will be accepted until 01 May 2025. Cases already submitted with an effective date after 01 May 2025 do not need to be resubmitted. Cases submitted with superseded forms after 01 May 2025 will be placed in "CPPA Action Required" status with direction to use current edition.

- NPPSC 1800/1 – NPPSC Fleet Reserve/Retirement Checklist (Rev.11-24)
- NPPSC 1900/1 – Separations Questionnaire (Rev. 11-24)
- NPPSC 1900/2 – NPPSC Separations Checklist (Rev. 12-24)
- NPPSC 1900/3 – NPPSC Fleet Reserve/Retirement Checklist (12-24)
- NPPSC 1900/4 – NPPSC Reserve Separations Checklist (12-24)
- NPPSC 1900/5 – Reserve on Active Duty Deactivation Questionnaire (03/25)
- NPPSC 1900/6 – Reserve on Active Duty Deactivation Checklist (03/25)
- NPPSC 4650/1 – Passenger Reservation Request (Rev. 03-25)
- NPPSC 7220/5 – Temporary Lodging Allowance (TLA) Worksheet (Rev. 03-25)

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 01 May 2025

3. Ops Alert 006-25 NAVADMIN 055/25 Separations (eCRM Case Submission Procedures)

This Ops Alert announces procedures for submission of enterprise Customer Relationship Management (eCRM) cases in line with NAVADMIN 055-25

Upon receipt of separation authorization in line with NAVADMIN 055-25, follow procedures below when submitting eCRM cases. Submit cases via the Legal Restricted module in eCRM. CPPAs requiring access to Legal Restricted permissions will follow procedures outlined in Ops Alert 005-23.

Case Details	Select	Notes
Subject	Rate/Grade LName, FName, Type of Sep (Retirement, FLTRES, Voluntary Separation, Involuntary Separation), DD MMM YYYY (Date of PTDY/Term Leave).	

Description	Be thorough in description to avoid delays.	
Effective Date	Date of separation.	
Case Type	PersPay Legal Restricted	Do not submit cases as Retirements/Separations in unrestricted PersPay.
Request Type	NAVADMIN 055/25 Separation	Do not select other options
Problem Code	NAVADMIN 055/25 FLTRES/Retirement	Select as applicable. This includes Sailors authorized early FLTRES/retirement under NAVADMIN 055/25.
	NAVADMIN 055/25 Voluntary Separation	Enlisted separation requests and officer resignations
	NAVADMIN 055/25 Involuntary Separation	Involuntary enlisted separation requests and officer resignations
	NAVADMIN 055/25 DD 214-1 Request	Voluntary and Involuntary Selected Reserve separation requests and officer resignations DD 214-1 Certificate of Uniformed Service, Reserve Component Addendum
Routed To	TSC Norfolk	
Contact Name	This is the Sailor's information, not the CPPA submitting the request	

Key Supporting Documents (KSD): Submit separation approval (FLTRES/Ret, Voluntary, or Involuntary separation/resignation) and follow KSD requirements outlined in applicable NPPSC separation checklist:

- NPPSC 1800/1 NPPSC Fleet Reserve/Retirement Checklist
- NPPSC 1900/2 Separations Questionnaire
- NPPSC 1900/4 Reserve Separations Checklist (DD 214-1 Requests)

Note 1. To ensure NAVADMIN 055/25 separations are closely monitored and managed in a time-efficient manner, it is critical cases are submitted as Legal Restricted cases. Cases erroneously submitted as non-restricted Request Type "Retirements/Separations" will have case files removed and will be closed without action; CPPAs will be directed to submit a Legal Restricted case per this Ops Alert.

What This Means To You:

CPPAs: Follow guidance in this Ops Alert when submitting separation cases per NAVADMIN 055/25.

CPPAs: Ensure you have appropriate eCRM Legal Restricted case access per Ops Alert 005-23.

4. Ops Alert 007-25 Interim Update to Inactive Ready Reserve - Active Status Pool (IRR-ASP) Page 13 Requirement

To streamline key supporting document (KSD) submission for personnel and pay cases, the requirement for the Inactive Ready Reserve – Active Status Pool (IRR-ASP) **NAVPERS 1070/613 (Page 13) in separation cases is suspended**. Command Career Counselors (CCC) must ensure separating service members with remaining military service obligation (MSO) meet all transfer requirements to the IRR per MILPERSMAN 1001-145.

The IRR-ASP page 13 requirement has been suspended to reduce KSD requirements and streamline separation case submission. This change will be reflected in the next update to MILPERSMAN 1001-145, where the requirement will be removed from the NPPSC 1900/2 Separation Checklist. The IRR-ASP counseling statement of understanding will now be included in the upcoming revision of NPPSC 1900/1 Separation Questionnaire, reducing the number of required KSDs for separation cases.

CCCs will continue to ensure Service members with a remaining MSO understand and meet all requirements for transfer to the IRR-ASP per MILPERSMAN 1001-145. TSC Norfolk will process separation cases per this Ops Alert

and applicable checklists, standard operating procedures, enterprise Customer Relationship Management (eCRM) workflows, and current policies.

What This Means To You:

CPPA: Follow this Ops Alert, NPPSC checklists, and current SOPs when submitting separation cases.

CCC: Ensure Service members with a remaining MSO understand and meet all requirements for transfer to the IRR-ASP.

5. Ops Alert 008-25 Delay in Reporting Procedures

Per MILPERSMAN 1320-308 and 1320-306, any changes to an estimated departure date or arrival date on permanent change of station orders should be requested through MyNavy Assignment (MNA) as an Order Modification (ORDMOD) or Operational Hold (Sailors detaching from a sea duty activity). Request for Delay in Reporting (DELREP) message are not authorized – all orders modifications, with the exception of those as outlined below, must be submitted via MNA.

Discussion: Sailors who are unable to execute their orders as per the estimated date of departure (EDD) or estimated date of arrival (EDA) must request an ORDMOD. A delay in reporting DELREP without an ORDMOD is only authorized for Accession Sailors enroute to their first duty station per MILPERSMAN 1320-306. Type 2 (continental U.S. sea duty) and type 4 (overseas sea duty) commands may also refer to MILPERSMAN 1306-120 for Operational Hold (OPHOLD) procedures.

Action: Order Modifications will be submitted by applicable Activity Manning Manager (AMM) via a Personnel Manning Action Request (PMAR) in MNA. All requests will be routed to the applicable manning stakeholders for adjudication. If the PMAR is disapproved, Sailors are directed to execute the orders as written and may not be held onboard the losing command. ORDMOD requests must be submitted in advance in order for PMAR to be adjudicated. If PMAR is not approved, commands may not hold Sailors on station past “report no later than” date while awaiting PMAR adjudication.

If Service member fails to report, Transaction Service Centers will ensure all pay and allowances are stopped on the 10th day after failure to report date. Refer to MILPERSMAN 1600-120, Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/ Temporary Duty (TEM DU) Orders for additional information.

What This Means To You:

CPPAs: Coordinate with your command AMM. Follow procedures in this Ops Alert and applicable MILPERSMAN articles when requesting modifications to PCS orders.

C. MPAs and PPIBs:

1. MPA 07-25 Discontinuation of Joint Bonus Authorization List Application

The purpose of this message is to announce the discontinuation of the Joint Bonus Authorization List (JBAL) application, effective March 31, 2025. JBAL will no longer be utilized after March 31, 2025. After this date, access to JBAL will be terminated and the application will be decommissioned. Navy Field Input Users should follow DWOWS business rules for Bonus case submission. Commands and personnel should ensure awareness of this change.

2. MPA 08-25 Servicemember Group Life Insurance (SGLI) and Family Servicemember Group Life Insurance (FSGLI) Online Enrollment System (SOES)

The purpose of this message is to provide information and guidance concerning the SGLI Online Enrollment System (SOES).

For Field/Finance Offices: The Service Member Group Life Insurance (SGLI) Online Enrollment System (SOES) is the official system of record for members with full-time SGLI and Family SGLI (FSGLI) coverage. Please direct members to SOES system for any changes to coverage. To access SOES, go to:

<https://milconnect.dmdc.osd.mil/milconnect/>.

The Defense Enrollment Eligibility Reporting System (DEERS) is a database containing information for Uniformed Service Members. It must be updated when a member's marital status changes for FSGLI. Service members must update marital status in person at a Military ID Card Office that can be located at:

<https://idco.dmdc.osd.mil/idco/locator>.

More information is available on [https://milconnect.dmdc.osd.mil/milconnect/public/faq/DEERS-Updating and Correcting DEERS Data/FamilyMember](https://milconnect.dmdc.osd.mil/milconnect/public/faq/DEERS-Updating-and-Correcting-DEERS-Data/FamilyMember). Do not make inputs to DJMS for members' SGLI/FSGLI. Please direct members to the SOES system for any changes to SGLI coverage. Direct members to a Military ID Card Office to update their dependent status for FSGLI. DEERS will update SOES and send the appropriate transaction(s) to DJMS.

For accessions members must be enrolled at \$500,000 for SGLI. Members on active duty, active duty for training or inactive duty for training and members of the Ready Reserve or National Guard are automatically enrolled within SOES for \$500,000 coverage.

SOES does not send this originating transaction to DJMS since the accession establishes initial SGLI coverage. Therefore, you MUST access all members' initial coverage in DJMS at \$500,000 (Type V) to establish continuity between the member's coverage in the source system and the premium that is deducted from the member's pay.

Please advise members with full-time SGLI coverage who want to be insured for less than \$500,000 or decline coverage entirely, to access SOES to reduce or decline coverage after the member completes Basic Military Training.

3. PPIB 25-06 Travel for Non Covered Reproductive Technology

Ref (a) Joint Travel Regulation Chapter 3 Part D

Ref (b) Executive Order 14182 Subj: Enforcing the Hyde Amendment dtd 24JAN25

Ref (c) PTDO USD-PR Memorandum dtd 03FEB25 (Under Secretary of Defense for Personnel and Readiness, Performing the Duties of (PTDO), Guidance Non-Covered Assisted Reproductive Technology)

Effective 28 January 2025 and in line with Ref (b), Ref (a) was updated removing paragraph 033013, Travel for Non-Covered Reproductive Health Care Services. This update also removed definitions and acronyms related to the authority in Ref (a).

Effective 04 February 2025 and in accordance with Ref (c), Ref (a) has been updated to reestablish the authority for travel and transportation allowances for Non-Covered Assisted Reproductive Technology (ART), such as in-vitro fertilization.

There is no authority to reimburse travel and transportation allowances for ART between 28 January and 3 February 2025.

Questions regarding personnel, pay, and transportation transactions should be sent to the MyNavy Career Center Human Resources Service Center at 1(833)330-6622 or askmncc@navy.mil. Please note this e-mail is not encrypted, do not send Personally Identifiable Information to this address.

D. NAVADMINs:

1. NAVADMIN 034/25 2025 E-5/E-6 MAP Season One (Repeated from Feb Summary, End Date Pending 15 Apr)

Ref (a) NAVADMIN 174/24, 2024 Meritorious Advancement Program Season Two

Ref (b) NAVADMIN 255/24, Billet Based Advancements 2025

Ref (c) NAVADMIN 111/24, Implementation of Command Advance to Position

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

This NAVADMIN extends Ref (a) and announces the policy and guidance for Calendar Year (CY) 2025 Season One Meritorious Advancement Program (MAP) for Active Component and Training and Administration of the Reserves (TAR) E5 and E6 Sailors. MAP Season One runs from 15 March through 15 April 2025. This season continues the added preseason window for commands to verify MAP user role access and Unit Identification Code (UIC) assignments in Navy Standard Integrated Personnel System (NSIPS) ahead of the season.

Refer to subject NAVADMIN for

- MAP Quotas and Eligibility
- Timeline
- MAP Program Restrictions (BBA Exclusions)
- Commands NSIPS MAP user roles

MAP Website: MAP quotas by UIC, forms, and Frequently Asked Questions can be found on MyNavy HR at:

[https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-CareerAdmin/Advancement/MAP/)

[CareerAdmin/Advancement/MAP/](https://www.mynavyhr.navy.mil/Career-Management/Community-Management/Enlisted-CareerAdmin/Advancement/MAP/). Contact MyNavy Career Center (MNCC) at (833) 330-6622 or by email at: askmncc@navy.mil.

2. NAVADMIN 055/25 Initial Execution Related to Prioritizing Military Excellence and Readiness (Refer also to Ops Alert 006-25 for eCRM case submission procedures)

Ref (a) MEMO/OUUSD(PR)/26FEB25, Under Secretary of Defense for Personnel and Readiness Memo, Additional Guidance on Prioritizing Military Excellence and Readiness.

Ref (b) MEMO/OUUSD(PR)/28FEB25, Clarifying Guidance on Undersecretary of Defense for Personnel and Readiness Memo, Additional Guidance on Prioritizing Military Excellence and Readiness.

Ref (c) ALNAV 023/25, Initial Direction Prioritizing Military Excellence and Readiness.

Ref (d) NAVADMIN 112/21, Interim Guidance for Service of Transgender Navy Personnel.

Ref (e) MILPERSMAN 1000-131, Member Gender Marker Change.

Ref (f) MEMO/OSD/07FEB25, Secretary of Defense Memo for Prioritizing Military Excellence and Readiness.

Pursuant to Refs (a) through (c), this NAVADMIN cancels Refs (d) and (e), and establishes voluntary separation procedures for Service Members who have a current diagnosis or history of, or exhibit symptoms consistent with, gender dysphoria in line with Refs (a) through (c).

a. Effective immediately, all exceptions to policy allowing a member to conform to standards associated with a sex different from their identification in the Defense Enrollment Eligibility Reporting System (DEERS) approved in accordance with Ref (d) are revoked and no further exceptions will be approved. Gender marker change requests previously submitted under Refs (d) and (e), will no longer be accepted or processed by MyNavy Career Center (MNCC).

b. Navy and Marine Corps personnel will take no action to identify Service Members, pursuant to Refs (a) and (b), to include the use of medical records, periodic health assessments, ad hoc physical assessments, or any other diagnostic mechanism, unless otherwise directed by an appropriate official in the Office of the Under Secretary of

Defense for Personnel and Readiness. Nothing in this paragraph prevents commanders from taking appropriate action in support of Service Members who request to voluntarily separate in accordance with guidance in paragraph 3 of this NAVADMIN.

c. Cross-sex hormone therapy that began prior to the issuance of Ref (f) will be continued for the duration of the Service Member's time in service if recommended by a DoD health care provider.

d. Service Members may consult with a Department of Defense health care provider concerning a diagnosis of gender dysphoria and receive mental health counseling for a diagnosis of gender dysphoria.

Refer to subject NAVADMIN for additional details regarding:

- Voluntary Separation Request Deadline.
- Voluntary Separation Process.
- Active-Duty Voluntary Separation Process.
- Reserve Voluntary Separation Process.
- Procedures for Service Members, Active Duty and Reserve, unable to submit a voluntary separation or retirement request electronically.
- Command Actions on Voluntary Separation Request.
- Administrative Absences.
- Points of Contact

3. NAVADMIN 047/24 Guidance for USN Civilian Travel and Use of Government Travel Charge Cards

Ref (a) DOC/POTUS/26FEB25, Executive Order 14222 Implementing the President's Department of Government Efficiency Cost Efficiency Initiative.

Ref (b) DOC/OUAS/05MAR2025, Office of the Under Secretary of Defense for Acquisition and Sustainment Memo Subj: Guidance on Use of Government Travel Charge Cards by Department of Defense Civilian Employees.

Ref (c) DOC/DON/07MAR2025, Under Secretary of the Navy Memo Titled Guidance for Use of Government Travel Charge Cards by Department of Navy Civilian Employees and Exception Evaluation Process.

1. This NAVADMIN provides interim policy for U.S. Navy civilian employee travel. In accordance with Refs (a) through (c), the use of all government-issued travel charge cards by DON civilian employees is suspended for all travel that is not exempted, effective immediately.

2. All requests for exempted travel must meet at least one of the exempted categories below and be validated and approved by the first Vice Admiral, Lieutenant General, or Tier III SES in the chain of command. This authority may not be further delegated. The approving official's name, rank, and date of approval must be documented in the travel orders, and all approved civilian travel must be documented IAW paragraph 7 of this NAVADMIN.

a. For Echelon II and below commands where the first VADM, Lt-Gen, or Tier III SES in the chain of command is at Echelon I, submit civilian travel approval requests to the POCs lists in paragraph 8 for approval by the Director, Navy Staff (DNS).

b. Requests should include all data outlined in 7.a.

3. Exempted travel categories include:

a. Civilians traveling in direct support of military operations or a permanent change of station.

b. Mission critical travel including:

(1) Training or exercises if participation is required to meet military training objectives.

(2) Training or education that directly supports or is a prerequisite for an employee's assigned duties.

(3) Performance of an official duty or organizational mission requirement (e.g., negotiations, inspections, audits, accessions pipeline, etc.).

4. If a civilian's participation can be completed through use of Video Teleconferencing (VTC) or other digital means, travel will not be executed.

5. Travel that is not included in one of the exempted categories may not be authorized. Navy civilian employees must cancel all future non-exempted official travel reservations, and those currently on non-exempted travel must return to their respective duty stations as soon as feasible.

6. Requests to designate additional categories of travel as mission critical should be routed up the chain of command to DNS for adjudication by the Assistant Secretary of the Navy (Manpower and Reserve Affairs).

7. Recordkeeping. To facilitate the required monthly validation of approved civilian travel by the Director, Navy Staff in accordance with Ref (c), all approved travel shall be uploaded to the following website:

<https://flankspeed.sharepoint-mil.us/sites/navyciviliantraveltracker>

a. For commands unable to access the website due to bandwidth or non-Flankspeed account limitations, send the following data to the email addresses listed in paragraph 8.

- (1) Event or Purpose
- (2) Number of Civilian Travelers
- (3) Traveler'(s) Command
- (4) Travel Start Date
- (5) Travel End Date
- (6) Essential Travel Category
- (7) Additional justification (if necessary)
- (8) Name and Rank of Approving Official (VADM, Lt-Gen, or Tier III SES required)
- (9) Approver's Command

8. Director, Navy Staff POCs:

CDR Duane Motley - duane.l.motley.mil@us.navy.mil QMC Kierra Marks - kierra.s.marks.mil@us.navy.mil

4. NAVADMIN 046/25 Navy Supplemental Guidance for Administrative Absence and Travel for Non-Covered Assisted Reproductive Technology Fact Sheet

Ref (a) ALNAV 019/25, Administrative Absence or Funded Travel For Non-Covered Assisted Reproductive Technology.

Ref (b) NAVADMIN 058/23, Navy Supplemental Guidance to Command Notification of Pregnancy Policy, Administrative Absence and Travel for Non-Covered Reproductive Health Care.

This NAVADMIN provides supplemental guidance to Ref (a). Ref (b) is canceled, and all hands shall be made immediately aware of this guidance. Refer to subject NAVADMIN for additional details regarding:

- Approval Timeline and Appeals.
- Administrative Procedures.
- Command Tracking Requirement.

The current OPNAVINST 6001.D Navy Guidelines for Parenthood and Pregnancy dated 12 March 2018 will be updated to reflect new guidance and policies.

Additional resources. Additional fact sheets and frequently asked questions are located at the addresses below:

a. <https://www.mynavyhr.navy.mil/References/Messages/ALNAV-2025/>

b. <https://www.mynavyhr.navy.mil/References/Messages/NAVADMIN-2025/>

c. <https://www.mynavyhr.navy.mil/Support-Services/Culture-Resilience/Parenthood-Pregnancy/>

The point of contact is OPNAV N172 (Office of Women's Policy) by e-mail at Navy_Officeofwomenspolicy@us.navy.mil.

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

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2. NPPSC 1900/6 Reserve on Active Duty Deactivation Checklist (New Form MAR 2025)
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Refer to Ops Alert 005-25 NPPSC Forms Update. The above forms were issued in the month of March. Prior revisions may be used up to 01 May 2025. Previous editions of all NPPSC forms will be accepted until 01 May 2025. Cases already submitted with an effective date after 01 May 2025 do not need to be resubmitted. Cases submitted with superseded forms after 01 May 2025 will be placed in "CPPA Action Required"

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:

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The updated articles for CH-90 are accessible at:

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

MPM 1300-1401 Permanent Limited Duty

- New article - The article was created to establish policy for permanent limited duty (PLD)

MPM 1746-030 Meal Passes for Enlisted Personnel

- Updated contact information under responsible office.
- Updated references to current and applicable instructions and formatting to match format.
- Removed info regarding paper meal passes and included info on Ration Entitlement Verification System.
- Added contact information for MNCC.
- Updated responsibilities for CNIC and the responsible commanding officer.

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

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

- Cancelled. There are no specific actions required by a command when a convening authority (CA) acts. MCM, Appendix 15, R.C.M. 1111 states that the entry of judgment replaces the action by the convening authority as the means by which the trial proceedings terminate and the appellate process begins. Actions required to place a member on appellate leave are outlined in MILPERSMAN 1050-320 and 1050-340 (both articles currently under revision to update the information to current business practices). The remaining applicable actions will be aligned within MILPERSMAN 1050-350 and 1050-360 (revisions in progress).

MPM 1301-202 Officer Special Assignments – Nominative Billets/Nomination of Officers

- Subpara 2b(4) - added flag LORs being required for nominative packages going to or through the CNO's office.
- Subpara 4b(2) - added officers being BNR'ed must have a "valid and funded" billet associated
- Exhibit 1b, added deputy executive assistant and speechwriter to 3 and 4-star staffs.
- Article has been revised throughout and should be reviewed in its entirety.

MPM 3060-090 Management of Misconduct Allegations Involving Active Component (AC) and Reserve Component (RC) Sailors While on Augmentation Orders

- New article. To establish policy for the legal and disciplinary process applicable to Ready Reserve Sailors when under Title 10 U.S.C voluntary and involuntary Reserve access authorities.

MPM 1306-913 Flag Writer NEC (791D)

- Updated flag writer NEC changed from NEC A15A to NEC 791D.
- Article has been revised throughout and should be reviewed in its entirety.

MPM 1000-131 Member Gender Marker Change

- Cancelled. Refer to NAVADMIN 055/25, which cancels the subject article.

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