

Transients SOP



For links outside of this document right click, select "Copy link location", paste into address bar of browser.

Role Link's:

Clerk

Supervisor

CPPA

Command Leadership

Quick Links:

Roles & Responsibilities

Best Practices

Systems

Reference's

Online Resources/Aids

Help Desk/Forms

KSD's

CPPA Resources

SOP Feedback Submission

NAVADMIN

NPPSC Forms

SalesForce/eCRM

NAVPERS Forms

DOD Inst/Dir/Forms

MILPERSMAN

JTR

OPS Alerts-PPIBs-MPAs Updates

2023 OPS Alerts-PPIBs-MPAs

2024 OPS Alerts-PPIBs-MPAs

Approved for public release: Distribution Unlimited

Process Name: Transient Accounting Category Code (ACC) Tracking SOP**Document ID: End to End****Document Owner:****Approval:****Revision Date:**

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

9-Jun-23

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow during management and administration of Service Members in Transient status. For the purposes of this SOP, Service Members in Transient status are those who are between duty stations for reasons including training, awaiting transportation to a unit, on humanitarian assignment, awaiting disciplinary findings, or pending medical treatment.

Roles / Responsibilities:

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to *create* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a TSC's, Aircraft Carrier's or other non- TSC supported unit's person authorized to *release* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

- Avails Webpage Resource: Refer to MyNavy HR Avails Webpage at: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Avails/>, for Availability Report Processing information, as required.
 - DP, YH, and YO Avails are the only Class Avails authorized to be sent via email to: pregavail-tld@navy.mil OR avails_manager.fct@navy.mil Do not submit a YO Avail unless authorized by PERS-454.
 - Refer to PPIB 16-02 for revised Avail submission requirements for student trainees; 8-week timeline changed to 12-week timeline for J, K, And L Avails.
 - Submit Navy Standard Integrated Personnel System (NSIPS) Transient Tracking Panels to update the TMTR daily, as required.
 - Review and verify Expired Loss Date (EXPLD) report daily.
 - Review NSIPS Projected Losses and Gains Reports weekly.
 - Review and verify the Transient Monitoring Tracking Report (TMTR) weekly, on the first day of each week, and provide a copy to customer commands with a transient population.
 - Review Availability Reports as required. Availability Report should be reviewed 24 hours following availability submission to ensure that availability did not reject. Forward Availability Report to CPPA to foster communications and enhance transient tracking.
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- Recommend TSC clerks servicing student populations obtain Corporate enterprise Training Activity Resource System (CeTARS) “view only” access: https://main.prod.cetars.training.navy.mil/cetars/main.cac_message
 - Recommend TSC clerks servicing transient populations obtain Navy Interface for Command E-mail (NICE) access.
 - Refer to MILPERSMAN (MPM) 1070-111, as required, to ensure NSIPS/ESR data is accurate and up to date when generating documents for submission to OMPF. Information should be verified by commands and/or activities responsible for service record entries before Service Members detach from the old duty station and upon reporting to the new duty station.
 - Service record entries are event driven, and individual governing regulations must be reviewed to determine the specific requirements for the event. Refer to MILPERSMAN 1070-111, which identifies those NSIPS/ESR documents that need to be submitted to the OMPF in support of Transient processing.
 - When NSIPS/ESR data is missing or in error, commands and servicing personnel support offices shall assist the individual Service Member’s effort to resolve the issue as soon as possible.
 - Maintain frequent communication between the TSC and customer command to properly account for transient personnel.
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- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>.

#	System	Description
1.	OMPF	<ul style="list-style-type: none"> · Official Military Personnel File (OMPF) contains electronic images of documents generated throughout the career of every Officer and Enlisted Service Member, Active and Reserve, from time of entry until final separation. · OMPF - My Record View provides the ability to view, download, and print OMPF documents. · Login to OMPF via BUPERS Online (BOL) at https://www.bol.navy.mil using CAC and CAC-enabled computer. · When asked to verify PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
2.	Electronic-Submission (E-Sub)	<ul style="list-style-type: none"> · The Electronic-Submission (E-Sub) application is the system used to submit designated Officer and Enlisted record documents for inclusion into their OMPF. · The E-Sub of record documents for inclusion into the OMPF will be fully implemented through BOL and must be E-Sub compliant. · All Active Duty and Reserve personnel (not including IRR) with a BOL account and a CAC-enabled computer will be able to view online the status of all documents electronically submitted or (closed out) by viewing "Official Military Personnel File (OMPF) - My Record", which is accessed via the BOL Application Menu.
3.	Navy Standard Integrated Personnel System/ Electronic Service Record	<ul style="list-style-type: none"> · NSIPS enables authorized personnel to submit pay and personnel transactions for Officer and Enlisted, Active and Reserve. · The NSIPS ESR provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at: https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
4.	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA)	<ul style="list-style-type: none"> · DJMS MMPA is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
5.	Defense Workload Operations Web System (DWOWS)	<ul style="list-style-type: none"> · DWOWS is a web based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy Active Duty and Reserve Service Members: https://dwows.csd.disa.mil/dwows/
6.	Enterprise Customer Relations Management System (eCRM)	<ul style="list-style-type: none"> · The eCRM console enables designated command personnel to communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

References:



#	Doc ID	Title	
1	JTR	Joint Travel Regulations (JTR), Uniformed Service Members and DoD Civilian Employees	
2	BUPERS/BUMEDINST 1306.72 (Series)	Policy and Procedures Concerning Medical Transition Personnel and Medical Transition Company (MTC)	
3	BUPERSINST 1306.77 (Series)	Manual for the Administration of Transient Personnel Units	
	BUPERSINST 1900.8 (Series)	Certificate of Release or Discharge from Active Duty (DD 214)	
4	NPPSCINST 4650.8 (Series)	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request	
	NPPSCINST 4650.8 CH-1	Navy Pay and Personnel Support Center (NPPSC) Passenger Reservation Request Change Transmittal 1	
5	MILPERSMAN 1050-310 thru 380	Appellate Leave (Series)	
	MILPERSMAN 1070-111	Submission of NSIPS and ESR documents to the OMPF.	
	MILPERSMAN 1300-500	Reassignment for Humanitarian Reasons (HUMS)	
	MILPERSMAN 1300-1300	Assignment of Active Duty Personnel with Bloodborne Pathogens (BBP)	
	MILPERSMAN 1300-1306	Active Duty Pregnancy Policy and Placement Procedures	
	MILPERSMAN 1300-1400	Limited Duty	
	MILPERSMAN 1301-010	Transfer of an Officer for Medical Treatment	
	MILPERSMAN 1301-201	Officer Special Assignments - Ensign "Stash" Assignments	
	MILPERSMAN 1306-101	Enlisted Assignment System	
	MILPERSMAN 1306-1600	Hospitalization of Enlisted Personnel	
	MILPERSMAN 1306-1700-1706	Availability Processing	
	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders	
	MILPERSMAN 1600 Series	· Deserters 1600-010	
		· Apprehension of Absentees and Deserters 1600-020	
		· Acceptance and Disposition of Returned Deserters 1600-030	
		· Procedures for Commands to which Enlisted Absentees are Attached 1600-040	
		· Procedures when an Enlisted Absentee Returns to Naval Jurisdiction 1600-050	
· Declaration of Desertion 1600-060			
· Declaration of Return from Desertion 1600-070			
· Removal of Marks of Desertion 1600-090			
· Lost Time 1600-100			
MILPERSMAN 1600-120	Procedures for Reporting Members as Failed to Report Under Permanent Change of Station (PCS)/Temporary Duty (TEM DU) Orders		
MILPERSMAN 1626-030	Disposition of Enlisted Personnel Upon Completion of Disciplinary Action		
MILPERSMAN 1640 (Series)	Confinement		
MILPERSMAN 1910-812	Place of Separation		
6	PPIB 15-06	Guidance on Availability Report (AVAIL) Processing	
	PPIB 15-07	Issue 150703: Procedures for Transfer of Personnel Found Medically Unqualified for Current Operational Assignment	
	PPIB 15-08	Guidance on Availability Report (AVAIL) Processing	
	PPIB 15-16	Issue 151602: XE and XF Avail	
	PPIB 16-02	Issue 160202: 8 Week Timeline Changed to 12 Week Timeline for J, K, and L Avails	

LIST OF UPDATES AND CHANGES

[BACK](#)

[OPS ALERTS 2023](#)

[PPIBS 2023](#)

[MPA'S 2023](#)

001-23 MANDATORY USE OF MYPCS TRAVEL VOUCHER CANCELED	PPIB 23-01 CPPA Certifying Officer Qualification Card (QC) requirements	MPA 01-23 DWOWS Access
002-23 COMMAND PAY AND PERSONNEL ADMINISTRATOR CERTIFYING OFFICER QUALIFICATION CARD	PPIB 23-02 Evacuation Line of Accounting (LOA) Monterey, CA	MPA 02-23 Implementation of Defense Workload Operations Web System (DWOWS)
003-23 ADVANCE PAYMENT OF DISLOCATION ALLOWANCE	PPIB 23-03 Availability of the enhanced Unit Commander's Financial Report (eUCFR) FACT SHEET	MPA 03-23 Information for TSP Loan Payment Frequency and Reamortization
004-23 NSIPS UNIT ADMINISTRATION MODULE UPDATE BY CPPA	PPIB 23-04 Availability of the Command Pay and Personnel Administrator (CPPA) Authoritative Data Environment (ADE) Dashboard FACT SHEET	MPA 04-23 DWOWS AMPS Migration Requirement Deadline & User Guide INFO
005-23 ECRM LEGAL, ESO, AND MEDICAL RESTRICTED ACCESS REQUEST AND NSIPS COMMAND LEVEL ACCESS REQUESTS	PPIB 23-05 Announcing a New Low Bandwidth Version of the eUCFR FACT SHEET	MPA 05-23 Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes
006-23 PARENTAL LEAVE UPDATE	PPIB 23-06 CPPA ADE Dashboard System Enhancement FACT SHEET	MPA 06-23 AMPS Access of The Defense Workload Operations Web System (DWOWS)
007-23 HIGH YEAR TENURE (HYT) PLUS PILOT PROGRAM AND VERIFICATION OF ESTIMATED DATE LOSS FROM THE NAVY (EDLN) PRIOR TO CONTRACT SUBMISSION	PPIB 23-07 CPPA Information Sessions for FY 23	MPA 07-23 DJMS-AC Update Schedule for Mid-Month (MM), Month End Restructure (MER) Schedule for work Months APR MAY JUN 2023
008-23 PARENTAL LEAVE PAY DISCREPANCIES DUE TO NSIPS UPDATE	PPIB 23-08 Identify Course Removal/Retirement, Course Title Changes and Program Requirement Amplification	MPA 08-23 Approved Roles/Codes when requesting Defense Workload Operations Web System (DWOWS) Access via AMPS
009-23 GUIDANCE ON TERMINAL/SEPARATION LEAVE PROCESSING	PPIB 23-09 FY-23 Line of Accounting (LOAs) for Monterey County, CA evacuation travel claims for military dependents (MPN and RPN)	MPA 09-23 DJMS-RC Update Schedule for the Work Months of APR MAY JUN 2023
010-23 CANCELLATION OF OPS ALERTS 021-21 AND 001-19 (AUTHORITY TO GRANT PERS CLERK AND PERS SUP FOR RED/DA PURPOSES)	PPIB 23-10 Navy Standard Integrated Personnel System (NSIPS) Software Upgrade Plan - Release 1.4.27.3	MPA 10-23 DJMS-RC Update Schedule for the Work Months of JUL AUG SEP 2023
011-23 FY-2024 PCS TRAVEL ADVANCES PAYMENT HOLD	PPIB 23-11 CPPA eCRM Refactor Training	MPA 11-23 DJMS-AC Update Schedule for the Work Months of JUL AUG SEP 2023
012-23 MONTGOMERY G.I. BILL DISENROLLMENT ECRM/SALESFORCE CASE SUBMISSION GUIDANCE ISO NAVADMIN 226/23	PPIB 23-12 MyNavy Career Center (MNCC) Expanded Capabilities at the Tier 1 Level	MPA 12-23 Submission of Domicile To Duty (DTD) Benefits for W2 Tax Adjustments
013-23 NAVY AND MARINE CORPS RELIEF SOCIETY CONTRIBUTION PROCEDURES	PPIB 23-13 FY-23 Evacuation Line of Accounting Classification (LOAs), Guam	MPA 13-23 Special Leave Accrual (SLA) Reduction from 120 days to 90 days FY 23 End Processing Information
014-23 AGING SALESFORCE CASES IN INITIATED STATUS	PPIB 23-14 Sailors participating in SkillBridge who are assigned to a PDS overseas and eligible for OHA	MPA 14-23 DJMS-AC Update Schedule for Mid-Month (MM), Month End Restructure (MER) and First Update for Work Months OCT NOV DEC 2023
015-23 UPDATED NPPSC FORMS 1300/2, 1300/4, 1571/1, 1800/1, 1900/1, 1900/2, AND 7220/5	PPIB 23-15 FY-23 Evacuation Line of Accounting Classification (LOAs), Millington, TN	MPA 15-23 DJMS-RC Update Schedule for Work Months OCT NOV DEC 2023
	PPIB 23-16 Expiration extension of the URL redirect for NSIPS, NP2 and OPAS from 30 Jun 2023 to 31 Jul 2023	MPA 16-23 Correction to MPA 13-23 Special Leave Accrual (SLA) Reduction from 120 days to 90 days FY 23 End Processing Information
	PPIB 23-17 Enhanced Unit Commanders Financial Report (eUCFR) during July and August 2023	MPA 17-23 DJMS-RC Update Schedule for Work Month OCT 2023
	PPIB 23-18 FY-23 Line of Accounting (LOA) for Tropical Storm/Hurricane IDALIA evacuation travel claim for military dependents (MPN and RPN)	MPA 18-23 Domicile to Duty (DTD) Benefits Submission Due 15 NOV 2023
	PPIB 23-19 Special Leave Accrual (SLA) Policy Changes and Command Submission Procedures for FY-23	MPA 19-23 Revisions to the DJMS-RC Update Schedule for Work Month NOV 2023
	PPIB 23-20 Hazardous Duty Pay-Tempo (HDP-T)	MPA 20-23 Navy Active Duty 5-Year Tax History System Information for 2023 End of Year
	PPIB 23-21 "Unused"	MPA 21-23 DJMS-RC Update Schedule for Work Months JAN FEB MAR 2024
	PPIB 23-22 FY-24 Line of Accounting (LOAs) for U.S. Embassy Jerusalem and U.S. Embassy Branch Office Tel Aviv evacuation travel claim for military dependents (MPN and RPN), effective 13 OCT 2023	MPA 22-23 Information for TSP Contribution Limits for Calendar Year 2024
	PPIB 23-23 FY-24 Cyber Security Awareness Training Requirement	MPA 23-23 DJMS-AC Update Schedule for Mid-Month (MM), Month End Restructure (MER) and First Update for the Work Months of JAN FEB MAR 2024
	PPIB 23-24 Changes to Temporary Lodging Expense (TLE) effective 1 OCT 2023 when the service member is authorized extended TLE	MPA 24-23 Combat Zone Tax Relief for Members of the Armed Forces in Direct Support of the Arabian Peninsula-Land Area of Israel
	PPIB 23-25 Update to the Navy's System Authorization Access Request (SAAR) process	MPA 25-23 "What If" Separation System (JPAM)
	PPIB 23-26 Changes to Pet Expenses due to a Permanent Change of Station (PCS)	MPA 26-23 Defense Workload Operations Web System (DWOWS) Replacement of Case Type REENL/EXTNS

LIST OF UPDATES AND CHANGES

[← BACK](#)

OPS ALERTS 2024	PPIBS 2024	MPA'S 2024
001-24 STUDENT REENLISTMENT & EXTENSION PROCESSING SHIFT FROM TSC GREAT LAKES TO TSC NAPLES	PPIB 24-01 Implements changes to the period of Election to Enroll/Disenroll from The Montgomery GI Bill	MPA 01-24 DJMS-RC Update Schedule for the Work Months of APR MAY JUN 2024
002-24 TIMELY SUBMISSION OF MISCONDUCT REPORTS AND DOCUMENTS		MPA 02-24 Navy Field User Defense Workload Operations Web System (DWOWS) Case Submission
003-24 AGING SALESFORCE CASES IN INITIATED STATUS		
004-24 PHASED SHUTDOWN OF THE TRANSACTION ONLINE PROCESSING SYSTEM (TOPS)		
005-24 NSIPS UNIT ADMINISTRATION MODULE UPDATE BY CPPA		
006-24 MONTGOMERY G.I. BILL DISENROLLMENT ECRM SALESFORCE CASE SUBMISSION GUIDANCE ISO NAVADMIN 226-23		
007-24 PRE-STAGED SEPARATION PACKAGE PROCESSING BY CPPA		

Online Resources:

[← BACK](#)

#	Website Sponsor	Title and Link
1.	MyNavy HR	Electronic Service Record (ESR) https://www.mynavyhr.navy.mil/Career-Management/Records-Management/
2.	MyNavy HR	OMPF My Record https://www.mynavyhr.navy.mil/Career-Management/Records-Management/
3.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/
4.	MyNavy HR	Deployability Assessment and Assignment Branch Pers-454 https://www.mynavyhr.navy.mil/Career-Management/Detailing/Deployability/
5.	MyNavy HR	Availability Report Processing (AVAILS) https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Avails/
6.	NSIPS	NSIPS https://www.nsips.cloud.navy.mil/my.policy
7.	Defense Finance and Accounting Service (DFAS)	My Pay https://mypay.dfas.mil/mypay.aspx

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

← BACK

#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none"> · NSIPS Help Desk 1-833-637-3669 nesd@nesd-mail.onbmc.mil · MyNavy Career Center (MNCC) 1-833-330-6622 (MNCC) askmncc@navy.mil
2.	eCRM	<ul style="list-style-type: none"> · eCRM Help Desk https://navynpc.my.salesforce.mil/ · eCRM Exception to Policy Help Desk ecrmetp@us.navy.mil

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
2.	NPPSC 4650/1	Passenger Reservation Request https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E

CLERK START

← BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	1	Evaluate Service Member's status	Evaluate Service Member's status.
	1.1	Is Service Member a prospective gain with a transient ACC?	Is the Service Member a prospective gain with a transient Accounting Category Code (ACC)? If Yes, go to 1.2. If No, go to 1.3.
	1.2	Complete Receipts process	Clerk completes Receipts process. Refer to Receipts SOP: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Go to 2.
	1.3	Does Service Member's status necessitate a transfer to UIC that supports transient ACCs?	Does the Service Member's status necessitate a transfer to UIC that supports transient ACCs? If No, go to 1.5. If Yes, go to 1.4.
	1.4	Complete Transfer process	Clerk completes Transfer process. Refer to Transfers SOP https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Go to 1.1.
	1.5	Does Service Member require an ACC change in NSIPS?	Does Service Member require an ACC change in NSIPS to properly account for their status? If No, go to 2. If Yes, go to 1.6.
	1.6	Update Transient Tracking in NSIPS	Clerk updates Transient Tracking Panels in NSIPS as required. Login to NSIPS: Transient Tracking > Transient Tracking > Use > Transient Tracking. Enter Service Member's SSN. <ul style="list-style-type: none"> · Panel 1 General <ul style="list-style-type: none"> o Update the ACC and enter the ACC effective date · Panel 2 Medical · Panel 3 Separations · Panel 4 Legal · Panel 5 Student/Avails/HUMS · Panel 6 Miscellaneous

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2	Track transient personnel based on ACC	Track transient personnel based on ACC: <ul style="list-style-type: none"> · If ACC 101, 351, go to 2.1. · If ACC 104, 354, go to 2.2. · If ACC 105, 355, go to 2.3. · If ACC 106, 352, go to 2.4. · If ACC 108, 150, 358, go to 2.5. · If ACC 109, go to 2.6. · If ACC 320, go to 2.7. · If ACC 330, go to 2.8. · If ACC 350, 356, go to 2.9. · If ACC 34X, go to 2.10. · If ACC 37X, go to 2.11. · If ACC 38X, go to 2.12. · If ACC 39X, go to 2.13. · If ACC 400, go to 2.14.
	2.1	Track Failure to Report (FTR)	Clerk tracks Failure to Report (FTR) in accordance with MILPERSMAN 1600-120. <ul style="list-style-type: none"> · ACC 101: Failed To Report (For Duty) · ACC 351: Failed To Report (For Temporary Duty)
	2.1.2	Prepare NAVPERS 1070/613	Clerk prepares NAVPERS 1070/613 (Administrative Remarks), as required IAW MILPERSMAN 1600-120.
	2.1.3	Comply with FTR	Clerk complies with Failed to Report (FTR) ACC 101/ACC 351 requirements.
	2.1.4	Ensure all research action outlined has been completed	Clerk ensures all research actions outlined in MILPERSMAN 1600-040 and 1600-120 have been completed prior to processing the Failure to Report Gain. <ul style="list-style-type: none"> · Verify Prospective Gain Report · Research status of Expired Respective Gain · Verify Enlisted Master File · Contact transferring command to verify status of Service Member Note: It's imperative that the research required per MPM 1600-040 and 1600-120 is completed prior to executing the Failed to Report Gain in NSIPS. This will ensure that adverse pay actions are not erroneously submitted.
	2.1.5	Process NSIPS Activity Gain to place the Service Member in ACC 101 or ACC 351	Clerk processes NSIPS Activity Gain to place the Service Member in ACC 101 or ACC 351. Login to NSIPS: Gains > Activity Gain > Use > Activity Gain Create. Enter Service Member's SSN. <ul style="list-style-type: none"> · Complete the panels as required. Action reason will be Failed to Report (FTR); the report no later than date is the effective date. · Obtain Report NLT date from Service Member's orders.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.1.6	Update Service Member's NSIPS ESR	<p>Clerk updates Service Member's NSIPS ESR.</p> <p>Login to NSIPS: Electronic Service Record > Electronic Service Record > Use > Administrative Remarks and Record of Unauthorized Absence. Enter Service Member's SSN.</p> <p>Update Service Member's NSIPS ESR with Unauthorized Absence (UA) NAVPERS 1070/613 (Administrative Remarks) and NAVPERS 1070/606 (Record of Unauthorized Absence), as required.</p>
	2.1.7	Submit NAVPERS 1070/613 to NPC	<p>Clerk submits NAVPERS 1070/613 (Administrative Remarks) to NPC.</p> <p>Submit Unauthorized Absence (UA) Administrative Remarks to Navy Personnel Command using the E-Sub application on BUPERS Online for filing in the OMPF.</p>
	2.1.9	Stop all pay and allowances	<p>Clerk stops all pay and allowances.</p> <ul style="list-style-type: none"> · Ensure all pay and allowances are stopped on the 10th day after the Failed to Report date · Stop all allotments
	2.1.10	Continue to track Service Member's status	<p>Clerk continues to track Service Member's status and follow procedures in MILPERSMAN 1600-120, MILPERSMAN 1600-050, and MILPERSMAN 1600-010.</p>
	2.1.11	Does Service Member's absence exceed 30 days?	<p>Does Service Member's absence exceed 30 days?</p> <p>If Yes, go to 2.6</p> <p>If No, go to 2.1.12</p>
	2.1.12	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per MILPERSMAN 1600 series.</p> <p>Go to 3.</p>
	2.2	Track HUMS Assignment	<p>Clerk tracks Humanitarian (HUMS) Assignment IAW MPM 1300-500</p> <ul style="list-style-type: none"> · ACC 354: TEMDU HUMS - Temporary Duty For Humanitarian Assignment (less than six months) · ACC 104: FORDU HUMS - Humanitarian Assignment (more than six months)
	2.2.1	Comply with HUMS	<p>Clerk complies with For Duty Humanitarian Reassignment (more than six months) Temporary Duty Humanitarian assignment (less than six months) ACC 104/ACC 354 requirements.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.2.2	Submit Availabilities for HUMS personnel	<p>Clerk submits Availabilities for HUMS personnel.</p> <p>If TSC is notified that the Service Member's hardship is alleviated or ceases to exist prior to expiration of HUMS assignment, submit availability per MILPERSMAN 1306-1700 series. Otherwise, prepare the availability report not later than 6 weeks prior to end of humanitarian assignment for submission to the Assignment Control Authority (ACA).</p> <p>Personnel on TEMDU HUMS will be considered for reassignment approximately one month prior to the scheduled completion of their temporary assignment. Six weeks prior to Projected Rotation Date (PRD), the individual will be interviewed to determine if the hardship has been resolved before submitting an availability message to NAVPERSCOM.</p> <p>If specifically assigned by the detailer to a HUMS assignment for more than six months, gain Service Member in ACC 104 and track to ensure timely submission of availability per FORDU HUMS orders.</p> <p>Note: If Service Member is not ready to end humanitarian assignment, Service Member can request an extension or Humanitarian Reasons (HUMS) discharge.</p> <p>Ensure requests for humanitarian extension are submitted 4 weeks prior to the expiration of current humanitarian assignment. Ensure an availability report is enclosed with the extension request.</p>
	2.2.3	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel, as required per MILPERSMAN 1300-500.</p> <p>Go to 3.</p>
	2.3	Track TEMDU awaiting MEDBD/PEB or LIMDU assignment	<p>Clerk tracks TEMDU awaiting Medical Board (MEDBD)/Physical Evaluation Board (PEB) or LIMDU assignment IAW MPM 1300-1400.</p> <ul style="list-style-type: none"> · ACC 105: FORDU LIMDU - Limited Duty (Assignment Restricted For Medical Reasons) · ACC 355: TEMDU MED BD or PEB - Temporary Duty Awaiting Formal Medical Board/Physical Evaluation Board Proceedings <p>Clerk refers to LIMDU Process SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Go to Stop.</p>
	2.4	Track CFO Assignment	<p>Clerk tracks Commissioning and Fitting Out (CFO) Assignment.</p> <ul style="list-style-type: none"> · ACC 352: TEMDU CFO - Temporary Duty for Commissioning and Fitting Out · ACC 106: FORDU CFO - Commissioning and Fitting Out <p>ACC 352: Service Member assigned for less than 6 months to the Supervisors of Shipbuilding, Conversion and Repair (SUPSHIP) Detachment at the building site of a Navy vessel prior to its commissioning date. Service Member also directed to report for duty (ACC: 100) onboard when the ship is placed in commission.</p> <p>ACC 106: Service Member assigned for permanent duty at the SUPSHIP Detachment located at the site where a Navy vessel is under construction, conversion, or reactivation. A second Permanent Change of Station (PCS) order must be issued before the vessel is commissioned to detach the Service Member from duty (ACC: 106) at the construction site and direct the Service Member to report for duty onboard the ship when the ship is placed in commission (ACC: 100).</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.4.1	Comply with Pre-commissioning less than 3 Months	Clerk complies with Pre-commissioning less than 6 months requirements.
	2.4.2	Monitor status of ACC 352 personnel	Clerk monitors status of ACC 352 personnel. For Service Members assigned ACC 352, monitor the status of these personnel, and change to ACC 100 once the unit is commissioned. Service Members assigned ACC 106 will receive PCS orders prior to commissioning.
	2.4.3	Update the NSIPS Transient Tracking Panel upon change of status	Clerk updates the NSIPS Transient Tracking Panel upon change of status. Go to 3.
	2.5	Track PSI/TASP/SEMINAR Assignments	Clerk tracks Programmed School Input (PSI)/Targeted "A" School Program (TASP)/Senior Minority Assistance to Recruiting (SEMINAR) Assignments. <ul style="list-style-type: none"> · ACC 150: TEMDU PSI - Temporary Duty Programmed School Input · ACC 108: FORDU TASP - Targeted "A" School Program Guaranteed Programmed School Input Program · ACC 358: TEMDU SEMINAR - Temporary Duty Senior Minority Assistance to Recruiting Program <p>ACC 150: Same definition as for (ACC: 108) except the Service Member will be issued one set of orders with TEMDU guaranteed PSI at an intermediate activity while enroute to the programmed school.</p> <p>ACC 108: Enlisted Service Member recruited for assignment to a guaranteed programmed school; officer new accession; ensign stashes for 90 days or more; designator transferee, because there are no quotas open in the next class (i.e., Aviation, Submarine, Special Warfare, Supply Schools, etc.) at the time of appointment or change in designator. They are issued an accession order to report to a ship, squadron, etc., for permanent duty. A second PCS order is issued when the school has an opening for the Service Member.</p> <p>ACC 358: A Service Member will be placed TEMDU Seminar (ACC 358) while assigned to hometown minority recruiting, six months or less, while enroute on PCS orders.</p>
	2.5.1	Refer to MILPERSMAN 1301-201 on Ensign "Stash" Assignments	Clerk refers to MILPERSMAN 1301-201 on Ensign "Stash" Assignments. Upon commissioning, officers are assigned to appropriate entry-level training. Exceptions are granted if Training Command (TRACOM) facilities are unable to accommodate the officer as a student. In this instance, the officer will be ordered to a TEMDU status (normally ACC 108 or ACC 150) at an activity whose mission is related to the officer's specialty, recruiting, or training, before reporting FORDU, TEMDUINS, or DUINS. Ensigns stashed for greater than 120 days will be assigned FORDU.
	2.5.2	Update the NSIPS Transient Tracking Panel	Clerk updates the NSIPS Transient Tracking Panel upon change of status. Go to 3.
	2.6	Track Deserter	Clerk tracks Deserter (ACC 109: Declared Deserter). Track Deserter IAW MPM 1600-010 series .
	2.6.1	Comply with Deserter	Clerk complies with Deserter (ACC 109) requirements.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.6.2	Verify ACC changes in both the EMF and NSIPS	<p>Clerk verifies ACC changes in both the EMF and NSIPS.</p> <p>Navy Absentee Collection and Information Center (NACIC) will change the Service Member's ACC to 109 upon receipt of Deserter/Absentee Wanted by the Armed Forces (DD553).</p> <p>Note 1: No attempts should be made by the TSC/Personnel Office to affect an ACC change.</p> <p>Note 2: Contact NACIC if ACC is not updated within 60 days. Refer to MILPERSMAN 1600 (series) concerning the processing of Deserters, as required.</p>
	2.6.3	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per MILPERSMAN 1600-120 and Deserter (ACC 109).</p> <p>Go to 3.</p> <p>When a deserter's absence exceeds six months, NACIC will transfer the Service Member's account to the Deserter UIC 41104. Once this action takes place, the TSC/Personnel Office is relieved of personnel accounting responsibility.</p> <p>Note: If more than 180 days has elapsed since the Unauthorized Absence (UA), TSC should contact NACIC to have Service Member removed from Enlisted Distribution Validation Process (EDVP) and gained by NACIC (UIC 41104).</p>
	2.7	Track TEMDU for Further Assignment	Clerk tracks TEMDU for Further Assignment (ACC 320: TEMDU FFA - Temporary Duty For Further Assignment).
	2.7.1	Comply with For Further Assignment	Clerk complies with For Further Assignment (ACC 320) requirements.
	2.7.2	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel and follows the Decision Logic Tables, as required.</p> <p>Note 1: Transient Tracking should be updated with new ACC code and saved before submitting an Availability (AVAIL)</p> <p>Note 2: ACC change does not need to update in LOPG before AVAIL is submitted via e-mail. As long as Transient Tracking is updated before AVAIL submission; the AVAIL should process.</p>
	2.7.3	Submit "YH" availability via email	<p>Clerk submits "YH" availability via email.</p> <p>Refer to MPM articles, 1306-1700 series, for current YH availability submission procedures, as required.</p> <p>Normally, a Service Member is placed in ACC 320 in conjunction with the submission of an Availability (AVAIL) e-mail. Ensure appropriate tracer action is taken on AVAIL when orders are not received in a timely manner IAW MPM 1306-1705. Set the Planned Loss Date (PLD) in the Transient Tracking Panel to the date tracer action is due.</p>
	2.7.4	Monitor Service Member TEMDU for Further Assignment while awaiting orders	Clerk monitors Service Member TEMDU for Further Assignment while awaiting orders.

CLERK CONTINUED

← BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.7.5	Are LIMDU orders received within 14 working days?	Are LIMDU orders received within 14 working days? If No, go to 2.7.6. If Yes, go to 2.7.8
	2.7.6	Submit tracer/ADTAKE	Clerk submits tracer/ADTAKE. Repeat every 10 days until orders are received. Note: Engage TPU/detailer to inquire regarding delay in receipt of orders.
	2.7.7	Are orders received within 10 days of tracer?	Are orders received within 10 days of tracer? If No, go to 2.7.6. If Yes, go to 2.7.8
	2.7.8	Review LIMDU orders	Clerk reviews LIMDU orders. Conduct review as prescribed in MILPERSMAN 1300-1400 . Should any factors preclude assignment of the Service Member IAW LIMDU orders, comply with MILPERSMAN 1300-1400 .
	2.7.9	Was Service Member transferred within seven days?	Was Service Member transferred within seven days? If Yes, go to 3 If No, go to 2.7.10
	2.7.10	Change ACC to 330	Clerk changes ACC to 330 (TEMPORARY DUTY FOR FURTHER TRANSFER) if Service Member is not transferring in seven working days. Go to 2.8
	2.8	Track TEMDU For Further Transfer	Clerk tracks TEMDU For Further Transfer (ACC 330: TEMDU FFT - Temporary Duty For Further Transfer).
	2.8.1	Comply with For Further Transfer	Clerk complies with For Further Transfer (ACC 330) requirements.
	2.8.2	Monitor Service Member TEMDU for Further Transfer	Clerk monitors Service Member TEMDU for Further Transfer. A Service Member is placed TEMDU for Further Transfer while awaiting additional screenings, port call, or the unit's return to homeport. These Service Members have been ordered to fill a billet/quota. The Ultimate Duty Station (ULTDUSTA) must be informed of any delay.

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.8.4	Submit PRR for Service Member to NAVPTO for processing	Clerk submits PRR for Service Member to NAVPTO for processing. Refer to Transfers SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	2.8.5	Update the NSIPS Transient Tracking Panel	Clerk updates the NSIPS Transient Tracking Panel and follows the Decision Logic Tables, as required. Go to 3.
	2.9	Track TEMDU Not Otherwise Defined, and TEMDU Temp Disqual	Clerk tracks TEMDU Not Otherwise Defined and TEMDU Temp Disqual. · ACC 350: TEMDU - Temporary Duty Not Otherwise Defined (Security Clearance, Overseas Screening, Family Advocacy, etc.) · ACC 356: TEMDU TEMP DISQUAL - TEMDU Pending Evaluation by Local Authorities for Special Duties (Submarines, Aircrew, Diving, etc.)
	2.9.1	What is Service Member's ACC?	What is Service Member's ACC? If ACC 350, go to 2.9.2. If ACC 356, go to 2.9.4.
	2.9.2	Comply with TEMDU Not Otherwise Defined	Clerk complies with TEMDU Not Otherwise Defined (ACC 350) requirements.
	2.9.3	Monitor Service Member in TEMDU Not Otherwise Defined	Clerk monitors Service Member in TEMDU Not Otherwise Defined. ACC 350 will ONLY be used as a last resort when no other ACC will properly describe the individual's status and when directed by higher authority. Therefore, special care must be exercised in the administration and tracking of these personnel, because the ACC does not accurately describe the Service Member's status. Track weekly unless CPPA provides documentation stating date of next action. Go to 2.9.6.
	2.9.4	Comply with TEMDU Awaiting Disqualification	Clerk complies with TEMDU Awaiting Disqualification (ACC 356) requirements. Refer to PPIB 15-06 Issue 150604 for Avail submission procedures for nuclear trained personnel, as required: Use of DG and DN Avail: Use of the DG and DN Avail has changed. The DZ Avail is no longer authorized. For those who are submarine/nuclear designated but require TEMDU transfer to ACC 35x at appropriate Naval Submarine Support Command or Commander Submarine Squadron for further processing, the DG Avail will be used. Guidance for the DG and DN Avail to include Avail remarks is provided in the NPC Website Avails Webpage and reflected in revised MPM 1306-1700 series .

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.9.5	Monitor Service Member in TEMDU Temp Disqual	<p>Clerk monitors Service Member in TEMDU Temp Disqual while awaiting the status of a disqualification board.</p> <p>MILPERSMAN 1200-010 through 1210-310 provides guidance for disqualification of personnel from special duties. In no case will disqualification be used in lieu of appropriate disciplinary action. Transient personnel pending disqualification from special duties will be accounted for in ACC 356.</p> <p>In instances where the disqualification is only a secondary administrative action to the primary reason for retention in the Transient pipeline, the primary status will be identified. The disqualification process will not take precedence over disciplinary processing (e.g., an individual pending disqualification and also disciplinary action will be accounted for in ACC 390).</p>
	2.9.6	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per Decision Logic Tables.</p> <p>Go to 3.</p>
	2.10	Track TEMDU Recruit, TEMDU Under Instruction, and Duty Under Instruction	<p>Clerk tracks TEMDU Recruit, TEMDU Under Instruction, and Duty Under Instruction.</p> <ul style="list-style-type: none"> · ACC 340: TEMDU RECRUIT - Temporary Duty For Recruit Training (Less Than 20 Weeks) · ACC 341: TEMDUINS - Temporary Duty Under Instruction (Less Than 20 Weeks) · ACC 342: DUINS - Duty Under Instruction (20 Weeks Or Greater)
	2.10.1	What is Service Member's ACC?	<p>What is Service Member's ACC?</p> <p>If ACC 340, go to 2.10.2. If ACC 341/342, go to 2.10.3.</p>
	2.10.2	Monitor TEMDU Recruits at RTC Great Lakes	<p>Clerk monitors TEMDU Recruits at Recruit Training Command (RTC) Great Lakes (ACC 340).</p> <p>A Service Member will be assigned TEMDU Recruit while attending Recruit Training Command. Recruits are accounted for in ACC 340 with the following exceptions:</p> <ul style="list-style-type: none"> · Personnel sent Home Awaiting Orders (HAO ACC 381) · Personnel sent Home on Admin Leave (ADMIN LV ACC 382) · Personnel In Hands of Civil Authorities (IHCA ACC 392) · Personnel sent on Appellate Leave (APP LV ACC 393) · Personnel Awaiting NROTC Recall (ACC 350) <p>Recruits will not be placed in ACC 320 upon submission of availability. They will remain in ACC 340 until transferred PCS.</p> <p>Go to 2.10.7.</p>
	2.10.3	Comply with Temporary Duty Under Instruction/ Duty Under Instruction	<p>Clerk complies with Temporary Duty Under Instruction (less than 20 weeks) and Duty Under Instruction (more than 20 weeks) ACC 341/ACC 342 requirements.</p>
	2.10.4	Is Service Member ACC 341 or ACC 342?	<p>Is Service Member ACC 341 or ACC 342?</p> <p>If ACC 341, go to 2.10.5. If ACC 342, go to 2.10.6.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.10.5	Monitor Service Member assigned TEMDU Under Instruction	<p>Clerk monitors Service Member assigned TEMDU Under Instruction (ACC 341) while attending school(s) less than 20 weeks.</p> <p>Set the Transient Tracking Planned Loss Date (PLD) to the estimated date of graduation. Due to self-paced classes, close liaison with the school is required to ensure PLD accuracy. Personnel assigned TEMDU Under Instruction will normally have a follow-on activity identified in the orders and upon graduation they will transfer.</p> <p>Availability reports for students must be submitted as follows: Refer to PPIB 16-02 for revised timeline for J, K and L Avails.</p> <p>Effective immediately the current eight (8) week timeline training path for Class J, K, and L Avail submissions has been replaced with a 12-week timeline. When the course(s) length is 12 weeks or less, the Avail will be submitted during the first week of the training path enrolled in. When the course(s) length exceeds 12 weeks the Avail will be submitted 12 weeks prior to graduation date of training path enrolled in. Indoctrination, prerequisite, and/or virtual pipeline courses (e.g., NMT, PFM, AWAT, multiple courses under same training path, etc.) will be included in this timeline only if there will be no more than 3 days delay between enrollment from one course to another within that training path. If there will be delays, Avail will be submitted within 12 weeks of graduation from the last course of instruction enrolled in under that training path. This guidance is reflected in revised MPM 1306-1700 series.</p> <p>When a student in ACC 341/342 graduates while on a period of temporary limited duty (TLD) and a return to duty (RTD) determination has not been made, TSC will change ACC to 320 and submit YH availability IAW MPM 1306-1700 series. Appropriate tracking is required to ensure timely receipt of orders.</p> <p>If the school is in the same vicinity as the permanent duty station, the student will not normally be entitled to per diem.</p> <p>Go to 2.10.7.</p>
	2.10.6	Monitor Service Member assigned Duty Under Instruction	<p>Clerk monitors Service Member assigned Duty Under Instruction (ACC 342) while attending a school 20 weeks or greater.</p> <p>See step 2.10.5 for amplifying information.</p>
	2.10.7	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per Decision Logic Tables.</p> <p>Go to 3.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.11	Track TEMDU Under Treatment	Clerk tracks TEMDU Under Treatment IAW MPM 1301-010 and MPM 1306-1600 . <ul style="list-style-type: none"> · ACC 370: TEMDU UNTREAT - Temporary Duty Under Treatment (Inpatient At Naval Medical Facility) · ACC 371: TEMDU UNTREAT - Temporary Duty Under Treatment (Medical Holding Company) · ACC 372: TEMDU UNTREAT - Temporary Duty Under Treatment (Inpatient At Non-Military Medical Facility) · ACC 373: TEMDU UNTREAT - Temporary Duty Under Treatment (Inpatient At Non-Naval Military Medical Facility) · ACC 374: TEMDU UNTREAT - Temporary Duty Under Treatment (Extended Outpatient Treatment)
	2.11.1	Comply with Hospitalization of Navy Personnel	Clerk complies with Hospitalization of Navy Personnel (ACC 370/371/372/373) requirements.
	2.11.2	What is Service Member's ACC?	What is Service Member's ACC? If ACC 370, go to 2.11.3. If ACC 371, go to 2.11.4. If ACC 372, go to 2.11.5. If ACC 373, go to 2.11.6. If ACC 374, go to 2.11.7.
	2.11.3	Monitor Service Member assigned ACC 370, TEMDU Under Treatment (Inpatient at a Naval Medical Facility)	Clerk monitors Service Member assigned ACC 370, TEMDU Under Treatment (Inpatient at a Naval Medical Facility). A Service Member will be assigned ACC 370, TEMDU Under Treatment (Inpatient at a Naval Medical Facility) if they are admitted as an inpatient to the Naval Medical Treatment Facility (MTF). Go to 2.11.8.
	2.11.4	Monitor Service Member assigned ACC 371, TEMDU Under Treatment (MHC)	Clerk monitors Service Member assigned ACC 371, TEMDU Under Treatment (MHC). A Service Member will be assigned ACC 371, TEMDU Under Treatment (Medical Holding Company (MHC) if they are assigned as an outpatient. MHCs are extended minimum care facilities for Active Duty enlisted patients whose condition is such that they cannot return to full duty. Go to 2.11.8.
	2.11.5	Monitor Service Member assigned ACC 372, TEMDU Under Treatment	Clerk monitors Service Member assigned ACC 372, TEMDU Under Treatment (Inpatient at Non-Military Medical Facility). A Service Member will be assigned ACC 372, TEMDU Under Treatment (Inpatient at Non-Military Medical Facility) if they are an inpatient at a Non-Military Facility (such as a civilian hospital). These Service Members will be gained to a designated Naval MTF in ACC 372 for tracking purposes. Go to 2.11.8.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.11.6	Monitor Service Member assigned ACC 373, TEMDU Under Treatment	<p>Clerk monitors Service Member assigned ACC 373, TEMDU Under Treatment (Inpatient at Non-Naval Military Medical Facility).</p> <p>A Service Member will be assigned ACC 373, TEMDU Under Treatment (Inpatient at Non-Naval Military Medical Facility), if they are an inpatient at a Non-Naval Facility (such as an Air Force, Army, etc. hospital). These Service Members will be gained to a designated Naval MTF in ACC 373 for tracking purposes.</p> <p>Go to 2.11.8.</p>
	2.11.7	Monitor Service Member assigned ACC 374, TEMDU Under Treatment	<p>Clerk monitors Service Member assigned ACC 374, TEMDU Under Treatment (Extended Outpatient Treatment).</p> <p>Refer to BUPERS/BUMEDINST 1306.72 (Series).</p> <p>A Service Member will be assigned ACC 374, TEMDU Under Treatment (Extended Outpatient Treatment) if they are assigned as an outpatient to Medical Transition Companies (MTCs). MTCs are under the cognizance of a Navy MTF. MTCs physically house and/or administratively manage Service Members whose current condition precludes them from returning to full duty.</p> <p>Go to 2.11.8.</p>
	2.11.8	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per Decision Logic Tables.</p> <p>Go to 3.</p>
	2.12	Track TEMDU Pending Separation processing (TEMDU SEPROS)	<p>Clerk tracks TEMDU Pending Separation Processing (TEMDU SEPROS) IAW MPM 1910 and 1920 (series).</p> <ul style="list-style-type: none"> · ACC 380: TEMDU SEPROS - Temporary Duty Pending Separation, Discharge, Release, Transfer to Fleet Reserve (FLTRES) or Retirement · ACC 381: TEMDU SEPROS - Temporary Duty Pending Separation, Discharge, Release, Retirement (Pay Status, At Home Awaiting Final Disposition of Physical Evaluation Board) · ACC 382: TEMDU SEPROS - Temporary Duty Pending Administrative Separation Proceedings
	2.12.1	What is Service Member's ACC?	<p>What is Service Member's ACC?</p> <p>If ACC 380, go to 2.12.2. If ACC 381, go to 2.12.4. If ACC 382, go to 2.12.5.</p>
	2.12.2	Comply with For Separation	<p>Clerk complies with For Separation (ACC 380) requirements.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.12.3	Monitor Service Member assigned ACC 380	<p>Clerk monitors Service Member assigned ACC 380, TEMDU Pending Separation, Discharge, Release, FLTRES/Retirement (TEMDU SEPROS) under certain circumstances.</p> <p>A Service Member will be assigned ACC 380, TEMDU Pending Separation, Discharge, Release, Transfer to the Fleet Reserve or Retirement (TEMDU SEPROS) under certain circumstances. Common reasons are:</p> <ul style="list-style-type: none"> · Reserve personnel transferred under official orders for TEMDU SEPROS at their respective NOSC · Outside continental United States personnel transferred to the continental United States for separation · Deployed personnel authorized to separate via homeport (to arrange shipment of household goods) <p>The policy regarding transfer of personnel TEMDU for separation processing is contained in MILPERSMAN 1910-812.</p> <p>Go to 2.12.7.</p>
	2.12.4	Monitor Service Member assigned ACC 381	<p>Clerk monitors Service Member assigned ACC 381, TEMDU Pending Separation, Discharge, Release, FLTRES/Retirement (Pay Status HAO).</p> <p>A Service Member may be assigned ACC 381, TEMDU Pending Separation, Discharge, Release, Transfer to the Fleet Reserve or Retirement (Pay Status, at home awaiting final disposition of Physical Evaluation Board), also referred to as home awaiting orders (HAO).</p> <p>Refer to MPM 1910 and 1920 (Series).</p> <p>Only personnel who have unconditionally accepted the preliminary findings of the PEB may proceed home and await separation orders.</p> <p>Go to 2.12.7.</p>
	2.12.5	Comply with For Administrative Separation (ADSEP)	Clerk complies with For Administrative Separation (ADSEP) (ACC 382) requirements.
	2.12.6	Monitor Service Member assigned ACC 382	<p>Clerk monitors Service Member assigned TEMDU Pending Administrative Separation Proceedings under certain circumstances (ACC 382).</p> <p>A Service Member will be assigned ACC 382, TEMDU Pending Administrative Separation Proceedings under certain circumstances.</p> <p>The policy regarding transfer of personnel TEMDU for separation processing is contained in MILPERSMAN 1910-812.</p>
	2.12.7	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per Decision Logic Tables.</p> <p>Go to 3.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.13	Track TEMDU Disciplinary	Clerk tracks TEMDU Disciplinary IAW BUPERSINST 1306.77C , MILPERSMAN 1626-030 , MILPERSMAN 1050-310 through 380 , and MILPERSMAN 1640 (series) , as applicable. <ul style="list-style-type: none"> · ACC 390: TEMDU DISP - Temporary Duty Disciplinary (Holdee, Not Confined) · ACC 391: TEMDU DISP - Temporary Duty Disciplinary (Confined in a Military Facility) · ACC 392: TEMDU DISP - Temporary Duty Disciplinary (Held or Confined by Civilian/Foreign Authorities) · ACC 393: TEMDU DISP - Temporary Duty Disciplinary (Appellate Leave)
	2.13.1	What is Service Member's ACC?	What is Service Member's ACC? If ACC 390, go to 2.13.2. If ACC 391, go to 2.13.4. If ACC 392, go to 2.13.6. If ACC 393, go to 2.13.8.
	2.13.2	Comply with For Temporary Duty Pending Disciplinary (Action)	Clerk complies with Temporary Duty Pending Disciplinary (Action) (ACC 390) requirements. Refer to PPIB 16-02 Issue 160201 and PPIB 15-16 Issue 151602 for XE and XF Avail Submission and written legal handoff processing requirements/procedures, as required.
	2.13.3	Monitor Service Member assigned ACC 390	Clerk monitors Service Member assigned ACC 390, TEMDU Disciplinary (Holdee, not confined). A Service Member will be assigned ACC 390, TEMDU Disciplinary (Holdee, not confined) if they are onboard TEMDU pending disciplinary action. Go to 2.13.10.
	2.13.4	Comply with Temporary Duty Disciplinary (Confined in a Military Facility)	Clerk complies with Temporary Duty Disciplinary (Confined in a Military Facility) (ACC 391) requirements.
	2.13.5	Monitor Service Member assigned ACC 391	Clerk monitors Service Member assigned ACC 391, TEMDU Disciplinary (Confined in military facility). A Service Member will be assigned ACC 391, TEMDU Disciplinary (Confined in a military facility) when confined in a military facility. Go to 2.13.10.
	2.13.6	Comply with Temporary Duty Disciplinary (Held or Confined by Civilian/ Foreign Authorities)	Clerk complies with Temporary Duty Disciplinary (Held or Confined by Civilian/Foreign Authorities) (ACC 392 requirements).

CLERK CONTINUED

← BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.13.7	Monitor Service Member assigned ACC 392	<p>Clerk monitors Service Member assigned ACC 392, TEMDU Disciplinary (Held or confined by civilian/foreign authorities).</p> <p>A Service Member will be assigned ACC 392, TEMDU Disciplinary (Held or confined by civilian/foreign authorities) when confined by civilian/foreign authorities except as noted below.</p> <p>Note: Personnel attached FORDU, in ACC 1XX, and TD HUMS in ACC 354 will not be changed to ACC 392 unless the Service Member's estimated period of confinement is expected to be longer than 30 days. If expected to be longer than 30 days, transfer Service Member to the nearest TPU/Others activity in ACC 392. This will generate a new requisition to fill the vacant billet.</p> <p>Go to 2.13.10.</p>
	2.13.8	Comply with Temporary Duty Disciplinary (Appellate Leave)	Clerk complies with Temporary Duty Disciplinary (Appellate Leave) (ACC 393) requirements.
	2.13.9	Monitor Service Member assigned ACC 393	<p>Clerk monitors Service Member assigned ACC 393, TEMDU Disciplinary (Appellate leave).</p> <p>A Service Member will be assigned ACC 393, TEMDU Disciplinary (Appellate leave) if on requested/mandatory appellate leave, awaiting results of appellate review.</p>
	2.13.10	Update the NSIPS Transient Tracking Panel	<p>Clerk updates the NSIPS Transient Tracking Panel per Decision Logic Tables.</p> <p>Go to 3.</p>
	2.14	Track Prospective Gains	<p>Command Leadership, CPPA and Clerk track Prospective Gains.</p> <p>Service Members in ACC 400 are tracked via the NSIPS Prospective Gain report.</p>
	2.14.2	Complete Receipts process	<p>Command Leadership, CPPA and Clerk complete Receipts process:</p> <p>Refer to Receipts SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Go to Stop.</p>
	3	Review the Transient Monitoring Tracking Report (TMTR)	<p>Clerk reviews the Transient Monitoring Tracking Report (TMTR).</p> <p>The TMTR must be reviewed weekly to monitor the status of transient personnel.</p>
	4	Review the Expired Planned Loss Date (EXPLD) report	<p>Clerk reviews the Expired Planned Loss Date (EXPLD) report.</p> <p>The EXPLD report identifies transient personnel remaining onboard beyond their PLD. In many cases, the PLD is being used as tracker date for required action.</p> <p>Personnel who have a blank PLD will NOT show up on the EXPLD report. Therefore, it is crucial the TMTR is reviewed for blank PLDs and the PLD accurately reflects the date action is required.</p>

STOP

SUPERVISOR START

← BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	1	Evaluate Service Member's status	Evaluate Service Member's status.
	2	Track transient personnel based on ACC	Track transient personnel based on ACC: <ul style="list-style-type: none"> · If ACC 101, 351, go to 2.1. · If ACC 104, 354, go to 2.2. · If ACC 105, 355, go to 2.3. · If ACC 106, 352, go to 2.4. · If ACC 108, 150, 358, go to 2.5. · If ACC 109, go to 2.6. · If ACC 320, go to 2.7. · If ACC 330, go to 2.8. · If ACC 350, 356, go to 2.9. · If ACC 34X, go to 2.10. · If ACC 37X, go to 2.11. · If ACC 38X, go to 2.12. · If ACC 39X, go to 2.13. · If ACC 400, go to 2.14.
	3	Review the Transient Monitoring Tracking Report (TMTR)	Clerk reviews the Transient Monitoring Tracking Report (TMTR). The TMTR must be reviewed weekly to monitor the status of transient personnel.
	4	Review the Expired Planned Loss Date (EXPLD) report	Clerk reviews the Expired Planned Loss Date (EXPLD) report. The EXPLD report identifies transient personnel remaining onboard beyond their PLD. In many cases, the PLD is being used as tracker date for required action. Personnel who have a blank PLD will NOT show up on the EXPLD report. Therefore, it is crucial the TMTR is reviewed for blank PLDs and the PLD accurately reflects the date action is required.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2	Track transient personnel based on ACC	Track transient personnel based on ACC: <ul style="list-style-type: none"> · If ACC 101, 351, go to 2.1. · If ACC 104, 354, go to 2.2. · If ACC 105, 355, go to 2.3. · If ACC 106, 352, go to 2.4. · If ACC 108, 150, 358, go to 2.5. · If ACC 109, go to 2.6. · If ACC 320, go to 2.7. · If ACC 330, go to 2.8. · If ACC 350, 356, go to 2.9. · If ACC 34X, go to 2.10. · If ACC 37X, go to 2.11. · If ACC 38X, go to 2.12. · If ACC 39X, go to 2.13. · If ACC 400, go to 2.14.
	2.1	Track Failure to Report (FTR)	Clerk tracks Failure to Report (FTR) in accordance with MILPERSMAN 1600-120. <ul style="list-style-type: none"> • ACC 101: Failed To Report (For Duty) • ACC 351: Failed To Report (For Temporary Duty)
	2.1.1	Notify TSC of Failure to Report	CPPA notifies TSC of Failure to Report.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.8.3	Submit a Passenger Reservation Request (PRR), if required	<p>CPPA submits a Passenger Reservation Request (PRR), if required.</p> <p>Following receipt processing of Service Member, submit PRR by the next working day per MILPERSMAN 1326-010 for those personnel who report FFT to mobile units. If the Port Call directs transfer, affect the transfer.</p> <p>PRR must be submitted as soon as orders are received.</p> <p>Refer to Transfers SOP, as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Refer to NPPSCINST 4650.8 and NPPSCINST 4650.8 CH-1 for PRR form request instructions, as required.</p>
	2.14	Track Prospective Gains	<p>Command Leadership, CPPA and Clerk track Prospective Gains.</p> <p>Service Members in ACC 400 are tracked via the NSIPS Prospective Gain report.</p>
	2.14.1	Did the Service Member report on or before the report NLT date?	<p>Did the Service Member report on or before the report No Later Than (NLT) date?</p> <p>If Yes, go to 2.14.2. If No, go to 2.1.</p> <p>If Service Member reported on or before the report No Later Than Date, the respective parties complete the Receipts SOP; otherwise, go to Track Failure to Report section of the Transients SOP.</p>
	2.14.2	Complete Receipts process	<p>Command Leadership, CPPA and Clerk complete Receipts process:</p> <p>Refer to Receipts SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Go to Stop.</p>

COMMAND LEADERSHIP START

 **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
COMMAND LEADERSHIP	2	Track transient personnel based on ACC	Track transient personnel based on ACC: <ul style="list-style-type: none"> · If ACC 101, 351, go to 2.1. · If ACC 104, 354, go to 2.2. · If ACC 105, 355, go to 2.3. · If ACC 106, 352, go to 2.4. · If ACC 108, 150, 358, go to 2.5. · If ACC 109, go to 2.6. · If ACC 320, go to 2.7. · If ACC 330, go to 2.8. · If ACC 350, 356, go to 2.9. · If ACC 34X, go to 2.10. · If ACC 37X, go to 2.11. · If ACC 38X, go to 2.12. · If ACC 39X, go to 2.13. · If ACC 400, go to 2.14.
	2.1.8	Notify Service Member's NOK	Command notifies Service Member's Next of Kin (NOK) regarding Service Member's Failure to Report (FTR) as ordered. Command prepares NOK notification IAW MPM 1600-040 and 1600-120 guidance and examples.
	2.14	Track Prospective Gains	Command Leadership, CPPA and Clerk track Prospective Gains. Service Members in ACC 400 are tracked via the NSIPS Prospective Gain report.
	2.14.2	Complete Receipts process	Command Leadership, CPPA and Clerk complete Receipts process: Refer to Receipts SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx Go to Stop.

STOP