

CPPA Newsletter

Presented by MNCC N7



A Message from N7 Division Director

Happy New Year, CPPAs!

I want to express my sincerest gratitude to you all for your incredible hard work and dedication to ensure our Sailors are delivered the best experiences associated with pay and personnel function by removing pay burdens from the Sailors and Commands.

As we begin to settle down from the holidays and kick back into gear, please take a moment to read through this newsletter to find recent updates and additional resources to start your new year off right.

Our goal is to strive to gain and retain Sailors' trust through transparency, improved communication, and training in all pay and personnel matters.

TRUTH + TRANSPARENCY = TRUST

- CDR Ryan Roeling

MyNavy Career Center (MNCC) N7 Updates

CPPA Information Sessions

Previous CPPA Information Sessions:

[September](#) | [October](#) | [November](#)

Next CPPA Information Session:

- January 18th 2024

Please check [MyNavy HR](#) for more information about the following guidance, updates on training, and upcoming training dates:

[Phase II CPPA Supervisor Courses:](#)

Dam Neck, VA

08-12 January 2024

**Enrollment Deadline: December 29th
at 3PM CST**

San Diego, CA

22-26 January 2024

**Enrollment Deadline: January 12th
at 3PM CST**

Pensacola, FL

29 Jan - 2 February 2024

**Enrollment Deadline: January 19th
at 3PM CST**





COMING SOON: MNCC Social Media!

MyNavy Career Center (MNCC) is launching its official Facebook page on January 16, 2024.

This page serves to promote MNCC services, provide pay and personnel updates, and is intended to help field concerns and questions.

Follow [@MyNavyCareerCenter](https://www.facebook.com/MyNavyCareerCenter) on Facebook now to stay engaged and receive the latest pay and personnel developments.



Navy Pay and Personnel Support Center (NPPSC) Updates

NPPSC Ops Alert 014-23 Aging Salesforce Cases in Initiated Status was released on 1 December 2023, directing CPPAs to:

- Not “pre-stage” cases in Initiated status, and only create/submit cases when required initial Key Supporting Documents (KSD) are available.
- Immediately review ALL cases in an Initiated status and submit the cases for action if the case is still valid or close cases if they are obsolete.

Cases lingering in Initiated status (not yet Submitted) can unintentionally and negatively affect Sailor pay when they contain valid work that is not submitted in a timely manner. Do not “pre-stage” cases, scrub your initiated cases to ensure valid work is submitted to a TSC or TPC.

The NPPSC Forms listed below have been recently updated. Please update your bookmarks and ensure you are using the newest versions. NPPSC 1300/2 – Traveler Checklist (Rev. 11-2023)

- NPPSC 1300/4 – Receipts Checklist (Rev. 09-2023)
- NPPSC 1571/1 – Annual Training/Active Duty Training Checklist (Rev. 09-2023)
- NPPSC 1800/1 – Fleet Reserve/Retirement Checklist (Rev. 11-2023)
- NPPSC 1900/1 – Separations Questionnaire (Rev. 11-2023)
- NPPSC 1900/2 – Separations Checklist (Rev. 11-2023)
- NPPSC 7220/5 – Temporary Lodging Allowance (TLA) Worksheet (Rev. 09-2023)

Previous editions of these forms will be accepted until 31 January 2024. Cases already submitted with superseded forms do not need to be resubmitted. Cases submitted with superseded forms on 1 February 2024 or later will be placed in “CPPA Action Required” status with direction to use current edition. An Ops Alert announcing these revisions will be released soon.

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