



CPPA Newsletter

Presented by MNCC N7



Message from CDR Booth

Greetings CPPAs,

As we close out this year, I want to thank every member of the MNCC Training Department, PMB Team and every CPPA for their dedication and hard work. Your commitment to empowering our sailors through quality training has made a real difference in their careers and the Navy's mission readiness. I look forward to building on our successes in the year ahead. Stay motivated and keep up the great work!

- CDR Carl Booth

MyNavy Career Center (MNCC) Spotlight

❖ August 8, 2025:

RDML Stuart C. Satterwhite handed over MNCC leadership to RDML Kertreck V. Brooks. Welcome Aboard Sir.

❖ **DFAS** has updated the Navy [DJMS Procedures Training Guide \(PTG\)](#) V. July 2025.

❖ **NPPSC**: Reformatting all CPPA SOPs into a new and more user-friendly format!

❖ **MNCC** turned 4 years old September 3, 2025.

❖ New [GTTC for PCS Trifold](#) and new [PCS Guide](#)!



Navy Pay and Personnel Support Center (NPPSC) OPS Alerts

Ops Alert 021-25 All enlisted collegiate accessions will be processed by TSC Great Lakes. Following initial processing by TSC Great Lakes, any subsequent MILPAY transactions related to collegiate accessions will be processed by the servicing TSC.

Ops Alert 022-25 introduces new automation capabilities in eCRM to streamline PCS & PERSPAY processing for CPPA, Approving Officials (AO), & Fleet users.

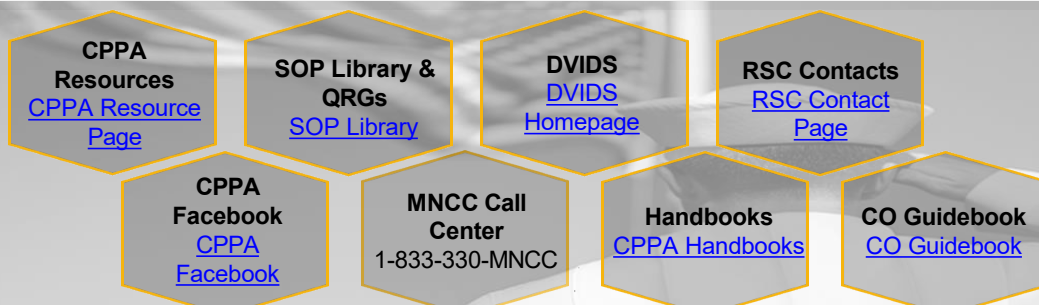
Ops Alert 023-25 Sailors in proximity of their SEAOS, EDLN (if applicable), or PRD will be assigned eCRM cases. These cases support command & NPC Retention Engagement efforts. The primary goal is to accelerate the completion of administrative actions (OBLISERV) for Sailors intending to continue their careers, while also providing a way to request NPC-targeted retention engagements for exceptional Sailors who remain undecided. A secondary goal is to enhance the orders generation process & facilitate earlier issuance of PCS orders for those willing to extend their service.

Ops Alert 24-25 Reservists continuing Active Duty (AD) from FY25 into FY26 must have proper EAOS extensions to ensure uninterrupted pay & administrative processing. With the end of the fiscal year rapidly approaching, CPPAs are reminded to submit Active Duty Reserve (ADR) contract extensions timely & accurately in NSIPS, as extending a member's EREN does not automatically extend their EAOS.

Ops Alert 25-25 Establishes procedures on submission of KSDs for system access requests & modifications. Documents will be submitted via eCRM to the RSC for the system accesses outlined in this OPS Alert.

Find NPPSC Ops Alerts on the MyNavy HR website:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PIBS-MPAS/>





Military Pay Advisory's (MPA)

MPA 17-25: The DFAS Cleveland Pay Computation Worksheet has been updated. Version 3 is now required for all submissions. All requests to post periods of entitlements or deductions that cross over calendar year (CY) and/or fiscal year (FY) must be broken down accordingly. Entitlement & deduction changes include posting of entitlements or deductions & removal of entitlements or debts.

MPA 18-25: Effective July 16, 2025, the legacy method for requesting & managing DWOWS access via AMPS has been deactivated. This transition is part of a DoD/DoW-wide initiative to enhance cybersecurity & strengthen internal controls, aligning with the DoD/DoW E-ICAM provides advanced capabilities for secure & efficient access management. Existing users will be notified by email when they can proceed to follow the instructions in the email notification & complete your SAAR submission by the specified due date. Please do not submit your DoD/DoW E-ICAM request until you receive email notification to do so. Going forward, all DWOWS access requests - including new access, SAAR renewals, & regaining lost access - MUST be submitted exclusively through the DoD/DoW E-ICAM system.

MPA 19-25: DJMS-RC update schedule identifying the run date, type of update, pay date & high date paid for the work months of October, November & December 2025.

MPA 20-25: DJMS-AC update schedule identifying the updated holiday schedule, the first update, mid-month (MM), & month end restructure (MER) for the work months of October, November & December 2025.

WORK MO	1st UPDATE of MO	LAST UPDATE MM	LAST UPDATE MER
OCT 25	25 SEP 25	07 OCT 25	23 OCT 25
NOV 25	27 OCT25	06 NOV 25	20 NOV 25
DEC 25	24 NOV 25	04 DEC 25	23 DEC 25



Military Pay Advisory's (MPA) Continued

MPA 20-25 Cont: Input from field activities must be received at DFAS-CL before the "last update MM" or the "last update MER" to be reflected in MM & MER net pay advisories (NPA) & LES. The following cutoff times apply eastern standard time (EST):

NSIPS 1845 ON DATE OF LAST UPDATE

SMART 1900 ON DATE OF LAST UPDATE

DMO 1930 ON DATE OF LAST UPDATE

NPC 2000 ON DATE OF LAST UPDATE

DJMS 2030 ON DATE OF LAST UPDATE

There will be no DJMS-AC update run on the following date(s):

13 October 25 Holiday

11 November 25 Holiday

27 November 25 Holiday

Navy updates begin at 2030 PM. Indianapolis time/Eastern Time Zone (except where noted).

MPA 21-25: Submission process for the DTD benefit requirements by DoD & per Ref A. Reporting period for DTD is not a calendar year basis. Rather, it is for the 12-month period from November 1 through October 31 crossing over calendar years. Military members receiving DTD benefits must send MPO Cleveland the certified fringe benefit amounts they received no later than November 15 of each calendar year to ensure that the income reflects on the W-2.

Effective the date of this MPA, submission of all requests for DTD Benefit action by MPO Cleveland will be through AskDFAS. For requirements, please see DoD Armed Forces Tax Council Annual Memo, which outlines requirements & provides sample memos & logs.

MPA 22-25: Procedures for the submission of leave carryover & special leave accrual (SLA) requests for FY26.

MPA 23-25: Adjustments to the DJMS-RC update for the work month of Oct 2025.

MPA 24-25: correction to the procedures outlined in paragraph 3 of MPA 22/25.



Pay & Personnel Information Bulletin's

PIIB 25-11: Amendment to the Joint Travel Regulations (JTR) allowing Service Members (SM) to be reimbursed for the cost of relocating one household pet, either a cat or a dog, to an alternate location or a designated place. The 1 January 2024 JTR update authorized reimbursement for the costs related to pet transportation during a PCS. SMs may claim pet-related expenses for one cat or dog per household on the PCS travel claim-up to 550 USD for CONUS moves or up 2,000 USD for OCONUS moves.

Transportation to an alternate location is authorized for a member with or without dependents & one of the circumstances listed below applies:

- a. SM receives PCS orders to a Permanent Duty Station (PDS) where Government quarters rules prohibit the possession of a pet
- b. A particular breed the SM owns is prohibited from being transported to the new PDS
- c. Airline policy prohibits the transportation of pet due to breed or other factors or
- d. Transportation of a pet to an alternate location may be authorized in the case of a SMs death

Transportation of a pet may be authorized to a designated place when one of the following applies:

- a. SM receives PCS orders to serve an unaccompanied or dependent restricted tour
- b. to an assignment specified as unusually arduous sea duty or
- c. in the case of an early return of dependents at Government expense

Transportation of the pet from the alternate location or designated place may be authorized upon the SMs receipt of new PCS orders.

The current PDS, new PDS, alternate location or designated place are all factors affecting the amount of reimbursement. The amount of reimbursement for various scenarios can be found in table 5-1.a of reference (a).

To ensure payment of pet expense to an alternate location or designated place, the SM will need to submit Key Supporting Documents (KSDs) to support payment. Examples of KSDs are:

- a. Proof of Government Quarters prohibiting possession of a pet
- b. Proof of breed is prohibited from being transported to new PDS or
- c. Airline policy which prohibits pet transportation

PIIB 25-12: FY25 lines of accounting (LOAs) classification to be utilized in processing evacuation travel claims for military dependents (MPN & RPN) as advised by reference (a) to evacuate in connection with authorized departure from United States Central Command (USCENTCOM) area of responsibility.



Pay & Personnel Information Bulletin's Cont.

PPIB 25-12: FY25 lines of accounting (LOAs) classification to be utilized in processing evacuation travel claims for military dependents (MPN & RPN) as advised by reference (a) to evacuate in connection with authorized departure from United States Central Command (USCENTCOM) area of responsibility.

PPIB 25-13: Provide clarification to the authorized departure for United States Central Command (USCENTCOM) Area of Responsibility (AOR). The authorized departure applies to authorized dependents of Military & civilian personnel. The Lines of accounting data listed in PPIB 25-12 are only to be used for Military dependent evacuation travel entitlements. These LOA's are not to be used for Military members, Department of the Navy (DON) Civilians, & DON Civilian dependents.

PPIB 25-14: FY25 lines of accounting (LOAs) classification to be utilized in processing evacuation travel claims for military dependents (MPN & RPN) as advised by reference (a) to evacuate in connection with authorized departure from Jerusalem Embassy.

PPIB 25-15: Designation of Israel & Gaza Strip Mediterranean Territorial seas & air spaces as Imminent Danger Pay (IDP) areas.

PPIB 25-16: Termination of authorized departure for Israel, the West Bank, & Gaza, effective 13 July 2025. This applies to eligible family members (EFMs), including Department of Defense (DoD) EFMs as well as non-emergency civilian employees & non-emergency DoD civilian employees.

PPIB 25-17: Termination of authorized departure for U.S. Central Command (USCENTCOM) area of responsibility effective 08 July 2025. This applies to dependents of Service Members & dependents of Department of Defense (DoD) civilian employees under combatant command authority.

PPIB 25-18: Additional guidance on issuing orders for personnel reassigned within the same geographic location when either the current or new Permanent Duty Station (PDS) is a ship or submarine.



Case Routing Guidance (CRG)

- Electronic Service Record
- Evacuation non-combative
- Full Power Navy Retention Engagement
- Gains, Losses & Billet-Based Advancements
- Legal
- New Accessions
- PERSPAY/Customer Service CONUS & OCONUS
- Reenlistments/Extensions/Retain in Service
- Reserve Services
- Separations & Retirements
- System Access Request
- Transportation/NAVPTO
- Travel Claims & Travel Advances

CRGs can be found in the eCRM Library:

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/eCRM-Library/>

Workflows Phase II expands capabilities, focuses on PCS transactions

eCRM, working with Authoritative Data Environment (ADE) & MyNavy Portal (MNP), released eCRM Workflows Phase II into limited production in June, expanding on Phase I capabilities & focusing on automating Permanent Change of Station (PCS) transaction processes.

- This phase of the rollout impacts select PCS orders on the East Coast of the U.S. Sailors will use Workflows Phase II to enter PCS transfers digitally, without needing to interact directly with their Command Pay and Personnel Administrators (CPPA).

Workflows - part of Single Point of Entry's consolidation & simplification of HR portals, knowledge & applications - will be easily accessed via the MyNavy HR portal. Automated prompts & a dashboard will show tasks to complete & track progress. CPPAs & Transaction Service Center agents will be able to stage tasks & search & monitor transactions in the system. Together, Workflows will enhance the Sailor experience, reduce admin tasks, & improve Fleet readiness.

Workflows also aims to reimburse Sailors for travel expenses faster, to cut financial stress & retain travel card privileges by reducing the time between travel & reimbursement.

The team will then cover all U.S.-based PCS orders, & eventually international PCS orders.

Although the Phase II rollout involves few Sailors, it is being closely monitored in case additional phases of work are approved in the future.















The eCRM, ADE, & MNP teams are excited to collaborate on a clear benefit for PCSing Sailors.



RSC CONTACT INFO

If you do not know which RSC covers your AOR [Click Here](#)
To find your RSC by typing in your command UIC.

RSC CONTACT INFORMATION

- | | |
|--|--|
|  Email: RSC_Bahrain@us.navy.mil
Phone (COMM): 011-973-1785-4369
Phone (DSN): 318-439-4369 |  Email: RSC_Pensacola@us.navy.mil
Phone: 850-452-3448 / 3722 / 3881 / 3453 / 3489 |
|  Email: RSC_Everett@us.navy.mil
Phone: (425) 304-4700 |  Email: RSC_Rota@us.navy.mil
Phone: DSN 314-727-3039 |
|  Email: RSC_Great_Lakes@us.navy.mil
Phone: (847) 688-5550 EXT 536 |  Email: RSC_San_Diego@us.navy.mil
Phone: 619-556-0504 |
|  Email: RSC_Guam@us.navy.mil
Phone (COMM): 671-339-7311
Phone (DSN): 315-339-7311 |  Email: RSC_Washington_DC@us.navy.mil
Phone: 202-685-0614 |
|  Email: RSC_Jacksonville@us.navy.mil
Phone: 904-542-4218 |  Email: RSC_Yokosuka@us.navy.mil
Phone: +011-81-46-816-5757
DSN: 315-243-5757 |
|  Email: RSC_Naples@us.navy.mil
Phone: 314-626-5463 | DET Sasebo
COMM: +011-81-956-50-3579
DSN: 315-252-3579
Email: RSC_Yokosuka_Sasebo@us.navy.mil |
|  Email: RSC_New_London@us.navy.mil
Phone: 860-694-2725/2748 | DET Okinawa
COMM: 011-81-98-961-6318
DSN: 315-634-6306
Email: RSC_Yokosuka_Okinawa@us.navy.mil |
|  Email: RSC_Norfolk@us.navy.mil
Phone: (757) 445-4496 | |
|  Email: RSC_Pearl_Harbor@us.navy.mil
Phone: 808-497-4033 | |

HERNANDEZ



CPPA Link Library

Don't use an internet search engine (e.g. Google, Yahoo, etc.) to find a form. It is very likely that it will bring up an old form that the search engine has archived for faster results. Always download official forms directly from the official website of the relevant organization or government agency.

[BUMED Instructions](#)

[BUPERS Instructions](#)

[CPPA Resources Page](#)

[DFAS CL PAY COMP SHEET](#)

Direct Deposit [SF-1199A](#)

[DJMS MMAP Read Guide](#)

[DoD/DoW Directives](#)

[DoD/DoW FMR](#)

[DD Form 1-499](#) [DD Form 500-999](#) [DD Form 1000-1499](#)

[DD Form 1500-1999](#) [DD Form 2000-2499](#) [DD Form 2500-2999](#)

[DD Form 3000-3499](#)

[DoD/DoW Instructions](#)

[DoD/DoW Issuances DTM](#)

[DON Memo dtd 30June2020](#)

[JAG Instruction](#)

[Joint Travel Regulations](#)

[MILPERSMAN](#)

[NAVADMIN](#) [NAVMED Manual](#)

[NAVPERS Forms](#)

[NAVSUPINST](#)

[Navy PTG](#)

[NPPSC Forms](#)

[NPPSC Instructions](#)

[OF-1164](#)

[OPNAV Instructions](#)

[OPNAV Manuals](#)

[Passport Forms DS-11 / DS -82 / etc](#)

[SECNAV Forms](#)

[SECNAV Instructions](#)

[SECNAV-Manuals](#)

[SF Forms](#)

[CPPA SOPs](#)

[OPS Alerts/PPIBs/MPAs](#)

[DS 11 Form](#)

[US Navy Regulations](#)