



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 005-20

Procedure Update: TWMS CLOUD CUTOVER  
Release Date: 02/11/2020      Effective Date: 02/28/2020

**BLUF:** Starting 1500 PST on 28 February 2020 the TWMS sites including TOPS will go offline, with an expected return to operational status date of 9 March 2020 within the AWS Cloud environment.

## **Discussion:**

During this offline period, TSCs/PSDs shall continue to process all Pay and Personnel transactions using the NPPSCINST 1000.1D TRANSACTION ONLINE PROCESSING SYSTEM (TOPS) GUIDELINES alternate methods of submission.

Expected outage dates:

- 28 February 2020 – TWMS site (including TOPS and Funeral Honors) will go offline (1500 PST) for final transfer of data commences
- 05 March 2020 – TWMS final operational testing
- 09 March 2020 – TWMS expected to be operational within the CEDC Charleston AWS Cloud environment

## **Travel Advance and Advance Per Diem requests:**

Request CPPAs submit “ALL ADVANCES AND PER DIEM REQUEST” via encrypted e-mail. The following info needs to be the SUBJ line: LAST NAME, FIRST NAME, DODID TRF DATE/PER DIEM. The transactions should be submitted to the Travel Advance box at [traveladvances@navy.mil](mailto:traveladvances@navy.mil).

If a transaction has been submitted to the Travel Advance email box, **DO NOT** re-submit via TOPS once it's restored. All travel advances received in the email Travel Box will be processed expeditiously.

## **What this means to you:**

TSCs/PSDs should ensure that CPPAs are aware of the alternate methods for submitting transactions to their respective TSC/PSD.

Acceptable methods include DOD SAFE, which will provide, at no cost, users with a DOD enterprise-wide method of securely transferring files up to 8.0 GB. Encrypted Emails is for the utilization of small size files. TSC's/PSD's will manually track incoming Transactions. The following web address will access DOD SAFE: <https://safe.apps.mil/>

Please review the following attachment: NPPSCINST 1000.1D Transaction Online Processing System (TOPS) Guidelines for any questions concerning the use of alternate methods or Encrypted Email. DoD SAFE users are responsible for ensuring they encrypt FOUO, PII, and PHI data.

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