



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 008-20

Update: COMMAND PAY/PERSONNEL ADMINISTRATOR ROLE UPDATE

Release Date: 3/2/2020 Effective Date: 3/2/2020

BLUF: Command Pay Personnel Administrator (CPPA) user role has been updated so that the CPPAs can process Panels 1-4 to include processing gains under ACCs associated with Permanent (ACT) Gains and TEMDUINS (TEM) Gains. Servicing PSD's shall ensure that CPPA's are trained on the new process.

Discussion: CPPA's now can go to Activity Report and complete the entire gain process. The Activity Report feature shall be utilized to complete Panel 1. Under Activity Report, the CPPA Activity Gain – Pending shall be utilized to complete Panels 2-4. The attached screen shoots are attached for further explanation.

What this means to you:

CPPA's are able to fully gain a member onboard to reflect the personnel and pay entitlements utilizing the Activity Report function.

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