



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 017-20

System Update: **UPDATED TRAINING REQUIREMENT FOR AWARDING THE CPPA NEC (A16A)**

Release Date: 4/20/2020 Effective Date: Immediately

BLUF: The Records Management in the Department of the Navy (DON) (DOR-RM-010-1.2) course has been relocated from Navy eLearning to the Total Workforce Management Services (TWMS) system.

DISCUSSION: The NEOCS Vol II and MILPERSMAN 1000-021 currently allow for the awarding of NEC A16A to enlisted personnel assigned as the Command Pay and Personnel Administrator using two methods: Attending the CPPA C-School (A-500-0035) or CBT (CPPA Training Course, DON Annual Privacy Training, and Records Management in the DON).

NETC has relocated the Records Management in the DON: Everyone's Responsibility (DOR-RM-010-1.2) from Navy eLearning to the Total Workforce Management Services (TWMS) online system. Locating the course in TWMS will require you to log in, click on the Online TWMS tab, and search for Course Number 627356 or Course ID DOR-RM-010-1.2.

Once completed, Sailors can then print out the certificate or save as a PDF file for inclusion into their NEC request package to PERS-4013.

What this means to you:

Disseminate to all commands under your ADSN to ensure they have their CPPAs complete the correct Records Management in the DON course via TWMS. There is currently no other equivalent course hosted in either NeL or Joint Knowledge Online (JKO).

References can be found in the CPPA Handbook at <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Documents/CPPA%20HANDBOOK.pdf>

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