



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 027-20

Procedure Update: **REQUIRED KEY SUPPORTING DOCUMENTS (KSDs) FOR FAMILY SEPARATION ALLOWANCE – SHIPS (FSA-S)**

Release Date: 05/14/2020      Effective Date: IMMEDIATELY

**BLUF:** In an effort to streamline the processing of FSA-S, the required KSDs have been minimized.

**DISCUSSION:** The KSDs required to process FSA-S are as follows:

1. A cover letter signed by the CO, certifying that personnel listed in enclosure (1) are eligible for FSA for a period of time. The cover letter shall list a beginning date for the FSA eligibility, and the end date will be open ended if a specific date cannot yet be determined. The end date terminating FSA should be submitted by the command as soon as it is known in order to prevent overpayment.
  - a. Enclosure (1): A listing of FSA eligible ship's company personnel. Break out TAD personnel separately.
  - b. Enclosure (2): A DD Form 1561, Statement to Substantiate FSA Payment, from each eligible crewmember, signed by the crewmember after they complete the certifying questions, and then signed by the Certifying Officer.
  - c. Enclosure (3) One DD Form 577, Certifying Officer authorization, for the person signing all the DD Form 1561s. Note: this is only needed if the CO does not sign all DD 1561s.
  - d. Copies of the TAD orders for riders only.
2. These are the minimum KSDs to certify payment. All other documents are available in the OMPF for audit purposes.

**WHAT THIS MEANS TO YOU:**

This simplifies the processing of FSA-S by clearly identifying the required KSDs. Remind commands to submit TOPS transactions to stop the applicable FSA payments prior to the end date to avoid overpayments and suggest they add this action to their Command Action Tickler.

**\*\*\*\*Disseminate to all tenant commands under your AOR\*\*\*\***

**POC:**

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