NAVY PAY AND PERSONNEL SUPPORT CENTER
OPS ALERT

Procedure Update: **COMMAND PAY/PERSONNEL ADMINISTRATOR (CPPA) USER ROLE UPDATE**
Release Date: 7/8/2020   Effective Date: 7/8/2020

BLUF: Activity Reporting (Panel 1) completion of Service members within 1st day of reporting.

DISCUSSION:
Command Pay/Personnel Administrator (CPPA) role is a vital role that impacts fleet readiness. CPPAs must adhere to all NAVADMINs, SOPs and instructions set forth in activity reporting of Service Members. CPPAs will obtain and utilize the CPPA user role.

All commands supported by a TSC or PSD will effectively mandate the use of the CPPA user role Panel 1 (titled Activity Reporting in NSIPS) to gain service members. All Panel 1 events (Activity Reporting) will be submitted and completed no later than (NLT) the 1st day a service member reports on board. Commands will have all Key Supporting Documents (KSD) submitted by the end of the following business day to TSC or PSD. Panels 2-4 Activity Gain will be completed NLT 5 business days after receipt.

The attached slide explains the CPPA user role, and TSC/PSD responsibility in the Activity reporting of Service members.

WHAT THIS MEANS TO YOU:
- Commands will have assigned CPPAs.
- Ensure all KSDs are submitted IAW policies and procedures for activity gains set forth in SOPs, NAVADMINs, and instructions.
- Continue working with servicing commands to ensure members are gained expeditiously and correctly.

****Disseminate to all tenant commands and CPPAs within your AOR****

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