



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 040-20

Advisory: **SAILOR CHECK-IN TOP THREE “MUST DO”**

Release Date: 07/15/2020    Effective Date: IMMEDIATELY

**BLUF:** Three steps that are critical for newly reporting Sailors to complete upon check-in to their new duty station to ensure accurate and timely processing of their pay entitlements and benefits.

**DISCUSSION:** In an effort to improve timely and accurate processing of newly reporting personnel, the following three steps are identified as key action items for the Sailor to complete upon check-in.

## **WHAT THIS MEANS TO YOU:**

- The newly reporting Sailor will connect with their sponsor and start their check-in sheet on Day 1. The Sailor will need to have their orders endorsed at the Quarterdeck or Duty Office on the date of reporting as well. This step ensures that the Sailor is officially reported onboard and sets the correct start date for any change to their pay entitlements and benefits.
- The Sailor will submit their endorsed orders and all required documents to verify expenses they incurred during their permanent change of station (PCS) transfer to their Command Pay/Personnel Administrator (CPPA) or Personnel Officer on the day of reporting or on the next business day if the report date is on a non-business day. This step allows the command to officially report the personnel gain, initiate pay changes as quickly as possible, and start the process to settle their PCS travel claim. The sooner this step is processed, the less likely the Sailor will be over or under paid.
- The Sailor will update their Dependency Application, Record of Emergency Data, and Servicemember's Group Life Insurance. This step provides the new command accurate information about the Sailor's dependents and ensures accurate protection for your family and/or designated persons in the unfortunate event something happens to the Sailor.

To the Sailor: Continue your remaining Command check-in tasks.  
You are on your way to a great tour!

**\*\*\*Disseminate to all tenant commands and CPPA's within your AOR**

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