NAVY PAY AND PERSONNEL SUPPORT CENTER
OPS ALERT

Ser N3: 042-20

<u>Advisory</u>: **CASUALTY RESPONSE**
Release Date: 7/28/2020   Effective Date: 7/28/2020

BLUF: Navy Pay and Personnel Support Center (NPPSC) is reminding Commands of the importance of having Command Pay and Personnel Administrator (CPPA) access to Pay and Personnel systems outlined in MILPERSMAN article 1000-21 and the CPPA Toolbox published by OPNAV N1 during Casualty Response.

DISCUSSION: This is a reminder to all commands that CPPAs play a critical role in a command's response to a casualty. To properly support a CACO, CPPAs require access to the most current RED DA and SGLI information. Having immediate access to information contained in a decedent's Dependency Application (Page 2) or Record of Emergency Data (DD 93) is crucial to the member's family when tragedy occurs. Commands and CPPAs have had the ability to obtain these accesses since 2011, provided they have obtained access to the Official Military Personnel File (OMPF).

The attached PowerPoint presentation was created by PSD Pensacola and presented at the March 2011 CPPA meeting, and annually since. Paragraph 3(D) (4) of MPM 1000-21 refers to CPPAs as being required to obtain access to OMPF. OMPF access is also listed as a required access on the CPPA Toolbox published by OPNAV N1, which is available on the NPC CPPA resource page at https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/default2.aspx. A command without access to OMPF will be challenged to respond adequately when emergency strikes. The NPC link for the OMPF Command View Application, OMPF User Manual, and required forms is https://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/OMPF_CmdView.aspx

Additionally, NAVADMIN 085/17 announced the Serviceman's Group Life Insurance Enrollment System (SOES). SOES replaced the SGLI Election and Certificate form (SGLV-8286) and Family Coverage Election form (SGLV-8286A) as the authoritative record for life insurance coverage. The NAVADMIN directed commands to ensure Sailors complete their SOES record by April 2018. Updated, accurate information ensures CACOs have the most relevant information, and avoids SGLI benefits being paid to unintended beneficiaries.

WHAT THIS MEANS TO YOU:

- To maintain support of Sailors during the Navy's Pay and Personnel transformation, it's imperative Commands have access to all Pay and Personnel systems outlined in MILPERSMAN article 1000-21, via the CPPA Toolbox published by OPNAV N1, to properly access and provide any Pay and Personnel related functions, not only during Casualty Response, but on a daily basis.

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

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OMPF COMMAND VIEW

What is it?
Why do I need it?
How do I get access?

Below is the OMPF application website link that will answer those questions.

https://www.public.navy.mil/bupers-npc/career/recordsmanagement/Pages/OMPF_CmdView.aspx

WHAT IS IT?

- Due to the elimination of Field Service Records IAW Navadmin 040/10, the "OMPF – Command View" application was developed to allow command representatives an efficient and controlled means to access member's Official Military Personnel File (OMPF) to retrieve information that is not in the member's Electronic Service Record (ESR) to conduct daily business.

WHY DO I NEED IT?

- The "OMPF – Command View" application will provide access to view/print the documents contained in a Sailor's OMPF.

1. NP 1070/602 (Page 2)/SGLV 8286 (SGLI)
2. Enlistment/extension contract
3. Career page 13s (PRT failure, Accelerated advancement)
4. Evals/Fitreps
5. Awards
6. And more...

HOW DO I GET ACCESS

- There are four types of access levels:

1. Administrator (Admin) Access User Will have immediate access that is based on Billet Sequence Codes containing specified Navy Officer Billet Classification (NOBCs) and Distribution Navy Enlisted Classification (DNECs) Codes (ex. Flag Officer, CO, OIC, XO, CSO/COS and CMDCMs).

2. Delegated Admin Access User: Similar rights as Admin Users, restriction on how many can have access will be based on commands Billets Authorized (BA).

3. Command View User: Access to records for onboard/subordinate UICs.

4. Command Only View User: Will have access to records for onboard UIC only.

- The Administrator (Admin) User will also be able to manage user access for onboard and subordinate UICs.

HOW DO I GET ACCESS (CONTINUED)

- All users must also review the "OMPF - Command View User's Manual".

- The approved "Request For Access To Electronic Military Personnel Records System (EMPRS), NAVPERS 1070/857" with an updated System Authorization Access Request – Navy form (SAAR-N) OPNAV FORM 5239/14 will be retained by the command's Information Assurance or Security Manager.

- Chapter 5 of the users manual gives block by block details for both required forms.