



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 049-20

Advisory: FISCAL YEAR 2020 PROCESSING OF ACTIVE DUTY FOR SPECIAL WORK (ADSW) / ACTIVE DUTY OPERATIONAL SUPPORT (ADOS) SEPARATIONS NAVY WIDE

Release Date: 09/18/2020 Effective Date: IMMEDIATELY

BLUF: To ensure end of Fiscal Year 2020 processing of Active Duty for Special Work (ADSW) / Active Duty Operational Support (ADOS) Separations Navy Wide.

❖ Commands not supported by Transaction Service Center, Norfolk must submit separation packages to the local servicing Personnel Support Detachment (PSD) within the Continental United States (CONUS). Sailors returning from Outside CONUS must process separation through the PSD that supports their respective Navy Reserve Activity (NRA).

DISCUSSION: Approximately 900 Reserve Sailors will be separating from ADSW/ADOS effective 30 September 2020, Navy Wide. The Navy-Marine Corps Mobilization Processing System (NMCMPMS) does not provide Pay/PERS Unit Identification Code or ADSN information, which will require commands to validate the attached ADSW / ADOS (ACC: 103) listing against their respective manning documents to ensure timely and accurate processing.

Additionally, screen message traffic and interview Sailor(s) to identify ADSW / ADOS orders extensions or issuance of new orders containing no break in service (i.e. less than 24 hours break) not requiring separation from active duty. Submit new orders to supported PSD / TSC if applicable with request to extend Reserve Active Duty Obligation (RADO) for Enlisted Sailors and update Projected Rotation Date for Officer/Enlisted. Process Transfer Package for any Sailors ordered to new command in conjunction with back-to-back ADSW / ADOS orders (Subsequent Receipts Package submission required once reported on board new ADSW / ADOS Command).

WHAT THIS MEANS TO YOU: ACC: 103 is not inclusive of only ADSW / ADOS and may include sailors who are in a Recall Status.

✚ Clarifying guidance for Sailors returning from CONUS locations:

- Gaining/Supported Command (ULTDUSTA), Command Pay and Personnel Administrator (CPPA) conducts separation interview(s) with Sailor(s) and prepares separation package for submission to servicing PSD / TSC via TOPS.
- Servicing PSD /TSC processes separation (Electronic DD 214 / Active Duty Strength Loss).
- Sailor immediately reports to Navy Reserve Activity (NRA).
- Sailor executes terminal leave (if applicable) and returns home.
- NRA CPPA submits final travel claim via TOPS for processing.
- NRA strength gains the member back into a reserve status the day following active duty separation.

✚ Clarifying guidance for members returning from OCONUS locations (additional NRA responsibilities):

- Sailor conducts pre-separation screening and document preparation with OCONUS CPPA (Pre-fill Separation Questionnaire).
- Member detaches from OCONUS command and immediately reports to NRA for deactivation/re-affiliation.
- NRA CPPA conducts separation interview(s) with Sailor(s) and prepares separation package for submission to servicing PSD / TSC via TOPS.

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- Servicing PSD /TSC processes separation (Electronic DD 214 / Active Duty Strength Loss).
- Sailor executes terminal leave (if applicable) and returns home.
- NRA CPPA submits final travel claim via TOPS for processing.
- NRA strength gains the member back into a reserve status the day following active duty separation.

❖ NOTE: Key Supporting Documents to be included in Separation Package:

- Separation Questionnaire (NPPSC 1900/1 – Rev. 08-2019)
- Previous DD-214s
- Awards received during the orders
- ASOSH points capture (Found on BOL)
- Leave Carry-Over / Sell-Back PG-13 and/or Leave Chit
- Endorsed Orders

✚ Ensure all **Key Supporting Documents (KSD)** are submitted IAW all policies and procedures set forth in SOP's, NAVADMINs, and instructions.

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

POC:

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