



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 051-20

ADVISORY: COMMAND PAY/PERSONNEL ADMINISTRATOR (CPPA) USER ROLE

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BLUF: Navy Pay and Personnel Support Center (NPPSC) is reminding Commands of the importance of having Command Pay and Personnel Administrators (CPPA). CPPA's are essential to perform Pay and Personnel duties outlined in MILPERSMAN article 1000-21 and the CPPA Toolbox published by OPNAV N1.

DISCUSSION:

The 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 shall obtain and utilize the CPPA user role. A significant expansion of the CPPA User Role in the Navy Standard Integrated Personnel System (NSIPS) allows our CPPAs to navigate 261 PAYPERS functions at the local command level with routing to the supporting Personnel Support Detachment (PSD) or Transaction Service Center (TSC) for auditing and release. Major improvements to the user role include submitting full Activity Report for all Accounting Category Codes (ACCs), submitting an Activity Loss, initiating and correcting the Reenlistment contract, and the capability for electronically mustering Navy Selective Reservists on Annual Training (AT) or Active Duty for Training (ADT) using the eMuster function.

All commands supported by a TSC or PSD must ensure a minimum of two CPPAs have access to and actively use the NSIPS CPPA user role. The use of the CPPA user role Panel 1 (titled Activity Reporting in NSIPS) to gain service members is a mandatory requirement. All NSIPS Panel 1 events (Activity Reporting) shall be submitted and completed no later than (NLT) the end of the 1st business day a service member reports for duty. Commands will have all Key Supporting Documents (KSD) submitted by the end of the second business day to TSC or PSD.

Delay in reporting, miscellaneous data and additional reporting information submitted using NSIPS Panels 2-4 respectively of the Activity Gain module, shall be completed **NLT** 4 business days after report date. Utilizing the NSIPS Activity Report Panel 1 capability within the CPPA User Role is key to timely processing of a Sailor reporting onboard and directly reflects accurate unit and fleet readiness. Bottom line, commands will utilize the CPPA user role, to effectively perform their duties as a CPPAs. Additionally, the October 2020 release of NP2 further expands PCS capabilities, allowing CPPAs to view pending and completed travel vouchers through NP2 under the Travel Voucher Wizard

WHAT THIS MEANS TO YOU:

- Commands will have assigned CPPAs utilize the CPPA User Role effective immediately. TSC/PSD will support them in obtaining user role and provide training as needed.
- Ensure all KSDs are submitted IAW policies and procedures for activity gains set forth in SOPs, NAVADMINs, and instructions.
- **Ultimately, this means CPPA work is no longer a collateral duty.**
- 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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