



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 003-21

UPDATE: SUBMISSION OF DEMOBILIZATION PACKAGES FOR SEPARATION

Release Date: 01/27/2021 Effective Date: IMMEDIATELY

BLUF: There has been an increase in the number of Sailors being overpaid due to untimely submissions of demobilization packages to the Reserve Services Branch (RSB).

Ref: (a): MPTE Reserve Component Demobilization Standard Operating Procedure (SOP):

<https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/Demobilization.aspx>

DISCUSSION: To avoid overpayment, all demobilization packages must be submitted a minimum of 60 days in advance of the demobilization date per reference (a). Failure to do so may result in the Sailor being overpaid. Special attention should be placed to the end date of Active Duty for Operational Support (ADOS) orders when planning the Sailors terminal leave, travel days, and possible restriction of movement (ROM) time.

Demobilization packages consist of:

- NPPSC 3060/1, Mobilization/Demobilization Checklist, with completed sections I, II, and IV only. Specify the member's intended mode of return travel in the "Additional Comments/Notes" portion of section VI
- NPPSC 1900/1, Separations Questionnaire
- Endorsed demobilization orders, including any and all modifications
- Annual Statement of Service History (ASOSH)
- NAVCOMPT 3065, Leave Request/Authorization (for terminal leave)
- Leave Carry-Over NAVPERS 1070/613, if applicable
- Post-Deployment/Mobilization Respite Absence (PDMRA) NAVPERS 1070/613, if applicable
- ROM Orders Letter, for those Sailors directed to ROM by their NRA
- VMET Document, if significant training, NECs/NOBCs, etc. were earned during the inclusive active duty period

Demobilization packages are to be submitted to the RSB via TOPS/Salesforce by the member's NRA/Separating Authority prior to the member departing from active duty.

If the required 60-day window for Demobilization package submission is not possible (i.e., shorter notice DEMOB orders), the NRA/Separating Authority must ensure completion of NPPSC 1900/1 with the member's planned dates (separation, leave, and ROM as applicable) and submission to the RSB ASAP via TOPS/Salesforce. This will allow the RSB to temporarily stop the member's pay on the expected date of separation, thus preventing overpayment. Note: Although the pay will be suspended as soon as possible with late submissions, it may take up to 60 days to separate the member (from the date the completed package is received by RSB) and for members to receive their final pay and reflect as DSC 200 in NSIPS.

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WHAT THIS MEANS TO YOU:

- ✚ **TSC's/PSD's/CPPA's** – Review NPPSC 3060/1 and NPPSC 1900/1 to familiarize the process of completing form to prevent overpayments of reservist personnel.
- ✚ **Adhere to all policies and procedures set forth in SOP's, NAVADMINs, and instructions.**
- ✚ **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
 - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
 - <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources>

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

POC:

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