



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 005-21

UPDATE: NEW ACCESSION TRAINING (NAT) TIMELINESS/DOCUMENT SUBMISSION

Release Date: 02/09/2021 Effective Date: IMMEDIATELY

BLUE: Timely processing of Reserve New Accession Training (NAT) Sailors is imperative to the mission, and to the Sailor. Delay in this will result in heavy overpayment to the Sailor.

DISCUSSION: NAT Sailors are processed as Active Duty Sailors through the completion of Class "A" or Class "C" school to check-in at the NOSC. Processing a NAT Sailor for separation should take place within 10 days of reporting to their NOSC. This requires major steps to be accomplished, and can only be accomplished with teamwork between the NOSC and TSC/PSD.

1. Documents required for processing gain to NOSC:

- Endorsed Orders reporting to NOSC as ACC 380
- DD 1351-2 completed

2. Documents required for processing separation to reserve component:

- NPPSC 1900/1, Separations Questionnaire
- Endorsed demobilization orders, including any and all modifications
- NAVCOMPT 3065, Leave Request/Authorization (for terminal leave)
- Leave Carry-Over NAVPERS 1070/613, if applicable
- VMET Document, if significant training, NECs/NOBCs, etc. were earned during the inclusive active duty period.

Delays or errors in the submission and processing either the gain or separation cause significant entitlement issues. Any issues with document submission must be clearly communicated between TSC/PSD and NOSC to quickly resolve issues and minimize processing delays.

WHAT THIS MEANS TO YOU:

- + CPPA's/NOSC's – Start placing NAT GAIN or NAT SEP in TOPS Transaction naming convention, so the TSC/PSD is fully aware of the transaction and timeline.
- + Ensure all Key Supporting Documents (KSD) are submitted IAW all policies and procedures set forth in SOP's, NAVADMINs, and instructions.
- + All OPS ALERTS and CPPA RESOURCES can be found on the following:
 - o <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
 - o <https://www.public.navy.mil/bupers-npc/support/paypers/cpcresources>

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

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