



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 010-21

UPDATE: SUBMISSION OF MOBILIZATION/ DEFINITE RECALL/ ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) PACKAGES FOR STRENGTH GAIN

Release Date: 03/15/2021 Effective Date: IMMEDIATELY

BLUF: TSC Norfolk Reserve Services Branch (RSB) has noticed an increase in the number of associated Mobilization, Definite Recall and ADOS Reserve Sailors Strength Gain and/or Pay delays due to the submission of late or incomplete Strength Gain packages.

DISCUSSION: To avoid Sailors experiencing Reserve Strength Gain and pay delays, all associated Mobilization, Definite Recall, and Active Duty for Operational Support (ADOS) Strength Gain packages must be submitted within four (4) days of the Sailor reporting for Mobilization, Definite Recall or ADOS orders per reference (a). In addition, CPPA's will ensure all associated Reserve Strength Gain packages are complete prior to submission to TSC Norfolk Reserve Services Branch (RSB).

Mobilization packages shall consist of:

- NPPSC 3060/1; NPPSC Mobilization/Demobilization Checklist (Only section I.)**SECTION "1" OR SECTION "I"?
- TSC Norfolk Mobilization, Definite Recall, Active Duty for Operational Support (ADOS) Questionnaire
- Copy of Original Orders and all Order Modifications (Properly Endorsed)
- NAVPERS 1070/602 (Rev. 09-2016 or newer); Dependency Application (Signed/Witnessed; Official Copy dated within three (3) years of commencement of orders start date)
- DD Form 2058; State of Legal Residence Certificate

****ONLY REQUIRED FOR SELRES OCONUS RESIDENTS****

- DD Form 2367 Individual Overseas Housing Allowance (OHA) Report (Certified by Housing Office and Certifying Official; all applicable blocks 11 and 12). Note: A copy of the members lease/mortgage shall accompany the DD 2367 for the OHA to be processed.

****ONLY REQUIRED FOR SELRES WITH PRIOR LEAVE CARRYOVER****

- NAVPERS 1070/613; Leave Carryover. Note: The Leave Carryover NAVPERS 1070/613 was issued to the member, per their election, from a previous assignment to active duty (MOB/ADSW/RECALL/AT/ADT) longer than 30 days. To have this leave carried over, this form must be submitted to TSC Norfolk with the member's mobilization packet.

Associated Mobilization, Definite Recall, and ADOS packages are to be submitted to TSC Norfolk RSB via TOPS/Salesforce by the member's NRA, Intermediate Activity or Ultimate Activity as applicable.

WHAT THIS MEANS TO YOU:

- ✚ **NRA's** – Review and screen all Mobilization, Definite Recall, and Active Duty for Operational Support (ADOS) Sailors readiness prior to commencement of orders to ensure all requirements are completed prior to the member's reserve loss. Make special note of OBLISERV and Dependency Data requirements to make sure Sailors have met applicable conditions prior to processing member's loss.
- ✚ **CPPA's** – Review and screen all Mobilization, Definite Recall, and Active Duty for Operational Support (ADOS) packages for completion and accuracy prior to submission to TSC Norfolk for processing. Take special care to submit the package within four (4) days of member reporting for Mobilization, Definite Recall or ADOS orders.
- ✚ **Ensure all policies and procedures set forth in SOP's, NAVADMINs, and instructions.**
- ✚ **Ref: (a):** MPTE Recall to Active Duty Processing (End-to-End) Standard Operating Procedure (SOP): <https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/Recall%20to%20Active%20Duty.aspx>
- ✚ **Ref: (b):** OPS Alert 056-20: Command Pay and Personnel Administrator (CPPA) action for active duty gains for Reserve members
- ✚ **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
 - <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx>
 - <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources>

*****DISSEMINATE TO ALL TENANT COMMANDS AND CPPA'S UNDER YOUR AOR*****

POC:

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