



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 015-21

UPDATE: RECORD OF EMERGENCY DATA (RED) AND DEPENDENCY APPLICATION (DA) CREATE ERROR REGARDING CHILD ELEMENT OF VALUE

Release Date: 04/02/2021 Effective Date: Immediately

BLUF: Attention TSCs/PSDs/NOSCs/CPAs: RED/DA is experiencing problems when a Service Member is adding or making changes to dependent children. When the following error appears in NSIPS RED/DA application: **“CHILD ELEMENT OF VALUE”** It will prevent either the opening or digitally signing of the DA form.

DISCUSSION: The only present solution is for either the CPPA, Personnel Clerk or Reserve Personnel Clerk to create a RED/DA via the CPPA or Personnel Clerk user roles, using a wet signature.

Please refer to the attached document “RED DA Create for CPPA or PERS Clerk on Child Element of Value Process for Wet Signature SOP.” This document is available on the PERS-2 SharePoint library SOPs for RED/DA at <https://mpte.navy.deps.mil/sites/npc/pers2/RED%20DA/Forms/AllItems.aspx>, and is available in each of the following folders: CPPA Training Materials, PERS Clerk Training Materials and Self-Service Training Materials.

Once the process has been completed for wet signature, commands are to maintain copies of all wet signature documents at the command level in a tickler file. TSCs, PSDs and NOSCs will be required to electronically submit the completed wet signed documents to the OMPF (PERS-313). Ensure the DD 93 is also completed, to ensure the wet signed has been witnessed.

Once the wet signature process transaction is completed, the service member shall delete any pending RED/DA self-service applications by selecting Option #7 and click Next. This will remove any pending RED/DA created self-service transactions that the CPPA, TSC, PSD or NOSC has completed via the process on behalf of the service member for wet signature.

BUPERS-07 is working with Adobe to resolve these issues as quickly as possible.

WHAT THIS MEANS TO YOU:

- ✚ **PSD/TSC/CPA** – Please review this OPS Alert in its entirety and also verify access to PERS-2 SharePoint site where the following SOP document for this issue is located.
- ✚ **All OPS ALERTS and CPA 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/CPA-Resources>

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

POC:
PERSONNEL_NPPSC
personnel_nppsc.fct@navy.mil

**RED DA CREATE FOR CPPA OR PERS CLERK ON CHILD ELEMENT OF VALUE PROCESS FOR WET
SIGNATURE SOP**

RED/DA CREATION by CPPA or CLERK: Add a Dependent:

1. Access NSIPS RED/DA – Create
2. Add and Select Type of Dependent
3. Enter Date from Source Document – BIRTH CERTIFICATE, MARRIAGE, WARD of COURT, etc.
4. COMPLETE NEW PROFILE
5. ATTACH SOURCE DOCUMENT
6. UPDATE PARENT PROFILES with Type of Phone, Phone Number, Domestic or International
7. Save of Later
8. Continue
9. Update effective date of page 2
10. If Applicable: Update Co-Location Arrival Date for Dependents with Date
11. Save for Later
12. Continue
13. Enter & Complete Block 49 REMARKS. Use appropriate clause or clauses related to the Update Request – Pdf files as Source Documents and Remarks in Block 46 to complete block 49.
14. Save for Later
15. Continue
16. Enter Comments for Member for missing items (REASON FOR UPDATE, Incomplete Dependent Profiles, Effective Date of Move-in by Dependent's into New Address, Local Address at last Permanent Duty Station (PDS) in an ACC 100 or 342 status, etc.)
17. Save of Later
18. Print Verification
19. Recycle to the member if addition information is needed to complete update
20. If no additional information is needed. Continue to Step 21
21. Open NAVPERS1070/602 pdf file for the following:
 - a. Review for Accuracy, especially Block 6. Current Address of the member and accuracy of information pulling into the update
 - b. If Non-Custodian Support payments are made for a Dependent:
 - i. Block 38, Custodian's address
 - ii. Block 39, YES
 - iii. Block 40, Amount of support
 - iv. Block 41, Payment Method of Support
 - v. Block 42, Custodian Name
 - vi. Block 43, Relationship to Child
 - vii. Block 44, Dependent Cert Date
 - viii. Date of RE-certification
 - c. Block 49, REMARKS
 - i. Ensure Effective date is CORRECT
 - ii. Complete review of clauses for appropriateness to Member's status and the change requested.
 - iii. Print document and Print Verification with Source Documents, Save for Later
22. Open DD93, Save for Later
23. Review Authority, Reviews documents for accuracy, PRINT SOURCE DOCUMENTS AND PRINT BOTH NAVPERS 1070/602, and DD-93. Select check box "Wet Signatures", then hold application until the Wet signature documents are returned. Enter Supervisor Wet Signature and E-submit forms via BOL to the OMPF (PERS-313).
24. Personnel Supervisor Approve the RED/DA application after wet signature is applied as the authorizing official.
25. Process entitlement changes.