NAVY PAY AND PERSONNEL SUPPORT CENTER
OPS ALERT

Ser N3: 021-21

UPDATE: **DEPENDENCY APPLICATION (DA)/RECORD OF EMERGENCY DATA (LEGACY 1070/602 MANAGEMENT FOR OFFICERS IN CHARGE AND DIRECTORS**

Release Date: 08/19/2021   Effective Date: Immediately

BLUF: Attention TSCs/PSDs/NOSCs/CPPAs: OICs and Directors **WILL** grant Personnel Clerk or Personnel Supervisor accounts to CPPA's that have proven to be exceptional at the mission and responsible enough to utilize the access in NSIPS.

DISCUSSION: Prior to granting access, OICs and Directors must ensure the following:

   a. CPPAs are to review the provisions outlined in the CPPA RED/DA Manager Letter. ENCL 1
   b. The unit Commander and CPPA understands that they are only to do legacy Dependency Application/Record Of Emergency Data (1070/602) for their **RESPONSIBLE UIC(s)** and no other functions within NSIPS.
   c. Training has been conducted with CPPA's to properly manage RED/DA, to include the operation of NSIPS and reports management.

CPPA's utilizing the Personnel Clerk or Personnel Supervisor role access can also create RED/DA utilizing the wet signature process.

PSD OIC/Directors have the authority to grant PERS Clerk and PERS Supervisor access to CPPA's that have proven to be exceptional at the mission and responsible enough to utilize the access. The access will solely be granted for Dependency Application processes and approval. All pay impacting Dependency Applications must be submitted via TOPS with supporting documentation (KSD's) to the PSD's/TSC's for processing.

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).

Once the wet signature process transaction is completed, the service member/CPPA or PSD/TSC representative shall delete any pending RED/DA. 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.

WHAT THIS MEANS TO YOU:
   ⊹ **PSD/TSC/CPPA** – Please review this OPS Alert in its entirety and also verify access to PERS-2 SharePoint site where the following SOP's and instructions are located.
   (a) MILPERSMAN 1070-270
   (b) MPT&E Standard Operating Procedure
   (c) OPNAVINST 3120.32D
   (d) U.S. Navy Regulations

- **If misuse of the access for any other transactions the CPPA will be removed of the access and reported to their CoC for further disciplinary action.**
- **CPPAs will maintain their CPPA access once granted PERS Clerk or PERS Supervisor access.**
- **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 CPPAs within your AOR====

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