



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 002-22

## **UPDATE: AUTHORIZATION OF NAVPERS 1070/602 WHEN RED/DA APPLICATION IS NOT AVAILABLE**

Release Date: 2/23/2022      Effective Date: 2/23/2022

**BLUF:** Use of the Legacy Dependency Application/Record of Emergency Data (NAVPERS 1070/602) is authorized when the RED/DA application is not available.

**COMMANDERS INTENT:** In response to Fleet feedback and system review, Sailors may work with Command Pay and Personnel Administrators (CPPA) to submit Legacy Dependency Application/Record of Emergency Data (NAVPERS 1070/602) when the RED/DA application is unavailable to avoid unnecessary delays in proper PERS/Pay entitlements. Processing these applications is crucial to Sailor readiness and mission success and should be completed in a timely manner. Sailors and CPPAs should take the following steps **in order** to most efficiently submit applications:

1. Sailor uses the RED/DA application hosted in NSIPS (self-service)
2. CPPA uses CPPA user role to create a RED/DA application for the member
3. Sailor and CPPA work together to print and update a NAVPERS 1070/602

It is important that CPPAs ensure NAVPERS 1070/602s are approved and submitted to their servicing TSC for allowance entitlement transactions to get processed in a timely manner. Non-pay impacting Dependency Applications are STILL required submission to TSC/PSDs for inclusion to OMPF.

**DISCUSSION:** If the RED/DA application is unavailable, CPPAs will need PERS Clerk and PERS Supervisor access to create and approve a NAVPERS 1070/602 application for wet signature.

TSC OICs/Directors will grant PERS Clerk and PERS Supervisor access to CPPAs with Commanding Officer approval. This access will only be granted for NAVPERS 1070/602 application processing and approval.

- PERS Clerk access will only be granted to CPPAs that carry the CPPA NEC (A16A or 791F) or have completed all requirements for the NEC.
- PERS Supervisor access will only be granted to E6 and above or GS7 and above CPPAs.

Commands must maintain copies of NAVPERS 1070/602 applications submitted for processing. CPPAs must submit applications (with key supporting documents) via eCRM to their servicing TSC for processing.

- CPPAs may only submit NAVPERS 1070/602 applications for their assigned UICs.
- CPPAs should utilize the RED/DA workflow status report to engage Sailors on RED/DA transactions at the member level to expedite processing.
- Enclosures 1 and 2 are template letters from a TSC to CPPAs and COs/OICs regarding PERS Clerk and PERS Supervisor access, duties, and responsibilities.

Sailors and CPPAs shall delete any pending RED/DA applications when their NAVPERS 1070/602 applications are processed and approved.

For pay impacting Dependency Application submissions, the naming convention will be as follows:

**BAH UPDATE: LAST NAME, FIRST NAME, DOD ID**

For personnel updates to Dependency Application submissions, the naming convention will be as follows:

**PERS DA UPDATE: LAST NAME, FIRST NAME, DOD ID**

**WHAT THIS MEANS TO YOU:**

- ✚ Transactions submitted prior to the effective date of the OPS Alert will still be processed.
- ✚ This OPS ALERT will remain in effect until superseded or canceled, whichever occurs first.
- ✚ Memorandums will be kept on file by commands and TSCs.
- ✚ CPPAs will maintain their CPPA access once granted PERS Clerk or PERS Supervisor access.
- ✚ All OPS ALERTS and CPPA RESOURCES can be found by following the links below:
  - <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>

**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**

**\*\*\*\*DISSEMINATE TO ALL TENANT COMMANDS AND CPPAS WITHIN YOUR AOR\*\*\*\***

**POC:**

PERSONNEL\_NPPSC  
[personnel\\_nppsc.fct@navy.mil](mailto:personnel_nppsc.fct@navy.mil)

1070  
Code 00  
XX XXX XX

From: Officer in Charge/Director, Servicing TSC  
To: (CPPA name and Command), USN  
Via: (Commanding Officer and Command)

Subj: AUTHORITY TO UTILIZE PERSONEL CLERK ACCESS FOR RECORD OF EMERGENCY DATA AND DEPENDENCY APPLICATION UPDATES

Ref: (a) MILPERSMAN 1070-270  
(b) MPT&E Standard Operating Procedures  
(c) OPNAVINST 3120.32D  
(d) U.S. Navy Regulations  
(e) OPS Alert 023-21

1. Per references (a) through (e), you are authorized to update and review Record of Emergency Data (RED) and Dependency Applications (DA) for the UIC's listed below.
2. This authorization applies exclusively to Legacy Dependency Application and RED/DA. This is not an authorization to sign any other documents or correspondence via this access. You are directed to familiarize yourself with the provisions of references (a) through (e) and all other applicable directives.
3. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of personally identifiable information (PII). At all times, you must protect PII and prevent unauthorized access or loss.
4. If, for any reason, you are unable to perform your assigned duties, you are required to immediately inform your chain of command and the TSC (Servicing TSC) Officer in Charge. This position of trust requires your active and vigilant protection of personal information.

TSC OIC

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FIRST ENDORSEMENT

From: COMMANDING OFFICER and COMMAND  
To: Officer in Charge, (Servicing TSC Name)

1. I have certified that the following CPPA is entrusted with this duty and responsibility to have access to PERS Clerk via NSIPS and update Dependency Applications.
  - a. CPPA Name:
  - b. PRD:
  - c. Responsible UIC's:

COMMANDING OFFICER

Enclosure (1)

1070  
Code 00  
XX XXX XX

From: Officer in Charge/Director, Servicing TSC  
To: (CPPA name and Command), USN  
Via: (Commanding Officer and Command)

Subj: AUTHORITY TO UTILIZE PERSONEL SUPERVISOR ACCESS FOR RECORD OF EMERGENCY DATA AND DEPENDENCY APPLICATION UPDATES

Ref: (a) MILPERSMAN 1070-270  
(b) MPT&E Standard Operating Procedures  
(c) OPNAVINST 3120.32D  
(d) U.S. Navy Regulations  
(e) OPS Alert 023-21

1. Per references (a) through (e), you are authorized to review, sign and approve Record of Emergency Data (RED) and Dependency Applications (DA) for the UIC's listed below.
2. This authorization applies exclusively to Legacy Dependency Application and RED/DA. This is not an authorization to sign any other documents or correspondence via this access. You are directed to familiarize yourself with the provisions of references (a) through (e) and all other applicable directives.
3. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of personally identifiable information (PII). At all times, you must protect PII and prevent unauthorized access or loss.
4. If, for any reason, you are unable to perform your assigned duties, you are required to immediately inform your chain of command and the PSD (Servicing TSC Name) Officer in Charge. This position of trust requires your active and vigilant protection of personal information.

TSC OIC

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FIRST ENDORSEMENT

From: COMMANDING OFFICER and COMMAND  
To: Officer in Charge, Personnel Support Detachment (Servicing TSC Name)

1. I have certified that the following CPPA is entrusted with this duty and responsibility to have access to PERS Supervisor via NSIPS and update Dependency Applications.
  - a. CPPA Name:
  - b. Rank:
  - c. PRD:
  - d. Responsible UIC's:

COMMANDING OFFICER

Enclosure (2)