<u>ADVISORY</u>: **COMMAND PAY AND PERSONNEL ADMINISTRATOR CERTIFYING OFFICER QUALIFICATION CARD**

Release Date: 10/21/2022   Effective Date: IMMEDIATELY

<u>BLUF</u>: This announces the Command Pay and Personnel Administrator (CPPA) Certifying Officer Qualification card which forms the basis for certifying CPPAs that have met the minimum requirements to create and certify personnel and pay transactions within their respective units.

<u>APPLICABILITY</u>: The CPPA Certifying Officer Qualification Card must be completed prior to a CPPA being granted expanded authority for pay and personnel transactions.

<u>PROCESS</u>: The qualification card will be completed in phases in order to allow for mastery of the transactions at the clerk and supervisory phases before moving on to become a certifying officer with release authority. Each phase must be completed in order, unless otherwise approved by the Transaction Service Center (TSC) Commanding Officer (CO), with proven mastery of previous phases. Once a phase is complete and signed, a copy shall be retained by the CPPA and forwarded to the servicing TSC with the CPPA's request for system access.

- NOTE: Qualifiers, TSC and Regional Support Center (RSC) Supervisors (typically, military E7 and above, and civilian: GS-9 and above) shall ensure the CPPA has mastered the required skills through observation of submitted transactions. Digital signatures from qualifiers are acceptable. All prerequisites must be complete prior to starting this CPPA qualification card.

<u>PREREQUISITES</u>:
I. CPPA Navy Enlisted Classification Code (791F)
    CPPA "C" School (A-500-0035), CPPA Overview Course V2.0, or 25 Pay and Personnel (PAYPERS) Clerk functional area courses listed in MILPERSMAN 1000-021, Exhibit 3 (CPPA PAYPERS Clerk eLearning Courses)
II. CPPA designation letter for current Unit Identification Codes (UICs)
    IAW MILPERSMAN 1000-021, Exhibit 1 (CPPA Designation Letter)
III. Obtain access with the associated role to the essential information technology systems listed below in order to apply the full capability of these systems in processing administrative, personnel, and pay transactions.
    a. NSIPS – CPPA
    b. NP2 – CPPA
    c. MMPA – User Viewer via MIAP/DFAS/DMR
    d. eCRM (Salesforce) – CPPA
    e. BOL – PERSTEMPO & OMPF Command View
    f. FLTMPS – User
    g. NFAAS – CO's Representative
IV. Current FY Annual Navy eLearning Courses (or TWMS equivalent)
    a. DON Annual Privacy Training (DON-PRIV)
    b. DON Records Management
    c. DOD Cyber Awareness Challenge (DOD-IAA)

- NOTE: In all cases, the responsibility for qualification of phase 3 rests with the Navy Pay and Personnel Support Center (NPPSC) CO/Executive Officer (XO) or TSC CO.

<u>WHAT THIS MEANS TO YOU</u>:

- All OPS ALERTS and CPPA RESOURCES can be found at:
    - [Navy Pay and Personnel Support Center - NPPSC OPS ALERTS - All Documents (sharepoint-mil.us)](#)
- The latest PAYPERS transaction routing guidance on the MyNavy HR CPPA resources page at:
    - https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPPA-Resources/

<mark>*** <u>REGIONAL SUPPORT CENTERS</u>: DISSEMINATE TO ALL TENANT COMMANDS AND CPPAS IN YOUR AOR ***</mark>

<mark>***PASS THE WORD***</mark>