



# NAVY PAY AND PERSONNEL SUPPORT CENTER

## OPS ALERT

Ser N3: 002-23

### **ADVISORY: COMMAND PAY AND PERSONNEL ADMINISTRATOR CERTIFYING OFFICER QUALIFICATION CARD**

Release Date: 01/12/2023      Effective Date: IMMEDIATELY

**BLUF:** (Cancels OPS ALERT 08-22) Announces the update and implementation of 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.

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

**PROCESS:** 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.

**TRAINING:** Monthly CPPA training will be disseminated regionally through the Regional Support Centers (RSC). Each RSC will have a minimum of two sessions per week available for walk-in/virtual CPPA Qualification Card training and signatures. The monthly training schedule and RSC contact information can be found on the NPPSC Sharepoint site:

[https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/NPPSC/SitePages/Regional-Support-Centers-\(RSC\).aspx](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/SitePages/Regional-Support-Centers-(RSC).aspx)

**EXECUTION:** Time to complete and request Phase 2 and Phase 3 signatures will vary depending on CPPA expertise and experience. TSCs and RSCs will review transactions submitted in order to verify completion of line items for signature in reference (a). Signatures for line items in reference (a) can be obtained after a TSC/RSC supervisor has verified mastery (electronically or in-person) of accurately submitted transactions. Signatures for final qualification of Phase 2 must be obtained by a TSC/RSC Supervisor, however signatures for other line items in Phase 2 may be obtained by any TSC/RSC clerk, processor, or supervisor or any CPPA who is qualified CPPA Supervisor (Phase 2).

**QUALIFIERS AND PREREQUISITES:** Signatures for final qualification of each phase must be obtained through servicing TSCs and RSCs in-person or electronically via the RSC email, which can be found at: [https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/NPPSC/SitePages/Regional-Support-Centers-\(RSC\).aspx](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/SitePages/Regional-Support-Centers-(RSC).aspx)

#### **WHAT THIS MEANS TO YOU:**

- 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/>

**\*\*\* REGIONAL SUPPORT CENTERS: DISSEMINATE TO ALL TENANT COMMANDS AND CPPAS IN YOUR AOR \*\*\***

**\*\*\*PASS THE WORD\*\*\***

**POC:**  
NPPSC N3 GLOBAL OPERATIONS  
[personnel\\_nppsc.fct@navy.mil](mailto:personnel_nppsc.fct@navy.mil)

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## CPPA Certifying Officer Qualification Card

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_ DODID: \_\_\_\_\_

1. Purpose: This qualification card forms the basis for certifying Command Pay and Personnel Administrators (CPPA) have met the minimum requirements to create and certify personnel and pay transactions within their respective units.

2. Applicability: This qualification card must be completed prior to expanded authority for personnel and pay transactions.

3. Process: This qualification card will be completed in phases in order to allow for mastery of the transactions at the clerk and supervisor phases before moving on to become a certifying officer with release authority. Each phase must be completed in order unless approved by 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 should ensure the CPPA has mastered the required skills prior to signifying completion of a transaction and/or section. Digital signatures are acceptable. All prerequisites must be completed prior to starting this CPPA qualification card.

### PREREQUISITES:

- I.  CPPA Navy Enlisted Classification Code (791F)
  - a. CPPA "C" School (A-500-0035) or 24 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)
  - a. 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.

CPPA Qualification Card Summary Page

(To be signed once CPPA has successfully completed all required sections for each phase.)

NAME: \_\_\_\_\_ RATE: \_\_\_\_\_ DODID: \_\_\_\_\_

This page is to be utilized to track completion of required sections in order to receive Navy Standard Integrated Personnel System (NSIPS) access. Each phase includes prerequisites before final signature can be obtained for qualification.

- Phase I & II final signature MUST be TSC/RSC Supervisor (can be digital signature.)
  - Phase III final signature MUST be a TSC CO (can be digital signature.)
- I. NSIPS CPPA (must complete all required sections)
- a.  Meet all CPPA prerequisites
  - b.  Complete required training, to include CPPA Training Continuum (Exhibit 4 of MILPERSMAN 1000-021)

\_\_\_\_\_  
Qualifier/Date  
(Signature & Print Name)

------(PHASE II ADVANCED SECTION)-----

- II. NSIPS CPPA Supervisor (must complete all required sections)
- a.  E-6 and above CPPA (CO may endorse exceptional E-5)
  - b.  Complete required training, to include CPPA Training Continuum (Exhibit 4 of MILPERSMAN 1000-021)
  - c.  Complete Phase II CPPA Supervisor (Enclosure 1, signatures by TSC/RSC supervisor)
  - d.  Unit Commanding Officer's endorsement

\_\_\_\_\_  
Unit CO/Date  
(Signature & Print Name)

\_\_\_\_\_  
Qualifier/Date  
(Signature & Print Name)

------(PHASE III EXPERT SECTION)-----

- III. NSIPS Pay Supervisor (must complete requirements)
- a.  E-6 and above CPPA in the following source ratings: PS, YN, & YNS
  - b.  Complete NAVEDTRA 43247-B (Section 304-308, & 310)
  - c.  Complete 6 months of accurate transactions submitted as a NSIPS CPPA Supervisor as determined by the TSC (eCRM, NSIPS, MyPCS, etc.)
  - d.  Successfully complete an oral board with TSC CO

CPPA Qualification Card Summary Page

(To be signed once CPPA has successfully completed all required sections for each phase.)

Upon successful completion of NSIPS Pay Supervisor the following requirements must be met in order for CPPA to certify and release pay transactions at the UIC level:

- a.  Designated as Certifying Officer by UIC Commanding Officer (DD Form 577)
  - i. CPPA shall be familiar with all the requirements for a Certifying Officer (IAW DoD FMR Vol. 5, Section 3.4)
  - ii. Under 31 U.S.C. § 3528, certifying officers are pecuniarily liable for payments resulting from improper certifications.
- b.  Document retention required in eCRM for audit purposes (IAW DoD FMR)
- c.  Unit Commanding Officer's Phase 3 Endorsement Letter (Enclosure 2)

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Qualifier/Date  
(Signature & Print Name)

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## Phase II CPPA Supervisor

NAME \_\_\_\_\_ RATE/RANK \_\_\_\_\_

This page will be used to record the satisfactory completion of designated sections of the Personnel Qualification Standard (PQS). Only specified supervisors may signify completion of applicable sections either by written or oral examination or by observation of performance. The examination need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Signatures can be obtained through any TSC/RSC or by any qualified Phase 2 CPPA Supervisor. Should qualifiers *give away* their signatures, unnecessary difficulties can be expected in future routine operations.

A copy of this completed page shall be kept in the individual's training jacket.

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The trainee has completed all PQS requirements for this watch station. Recommend designation as a qualified Command Pay Personnel Administrator Supervisor.

RECOMMENDED \_\_\_\_\_ DATE  
TSC/RSC Supervisor

QUALIFIED \_\_\_\_\_ DATE  
TSC Commanding Officer

AUTHORIZED \_\_\_\_\_ DATE  
Unit Commanding Officer

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

1. Access and verify MMPA common verb JJAA for processed transactions (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

2. Access and verify MMPA common verb JLES (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

3. Access and verify MMPA common verb JOZA (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

4. Explain Format Identification Codes (FID) (1 time)

\_\_\_\_\_  
(Signature & Date)

5. Explain the Action Indicators (ACTN) (1 time)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

6. Identify an Open and Closed Entry (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

7. Verify regular Mid-Month and End-of-Month pay (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

8. Verify future Mid-Month and End-of-Month pay (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

9. Identify DJMS-AC schedule for Mid-Month and End-of-Month Restructure (1 time)

\_\_\_\_\_  
(Signature & Date)

10. Identify and explain FIDS for allotments in MMPA (1 time)

\_\_\_\_\_  
(Signature & Date)



**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

11. Identify and explain FIDS deductions in MMPA (1 time)

\_\_\_\_\_  
(Signature & Date)

12. Identify and explain FIDS for taxes in MMPA (1 time)

\_\_\_\_\_  
(Signature & Date)

13. Process Gain Panels 1-4 (3 times)

\_\_\_\_\_  
(Signature & Date)

14. Verify Activity Gain posted in MMPA (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

15. Verify Permanent Change of Station Arrival Entitlements posted (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

16. Verify Basic Allowance for Quarters (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

17. Initiate and verify Basic Housing Allowance (BAH)

a. Initiate and verify BAH Start (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

b. Initiate and verify BAH Stop (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

c. Initiate and verify BAH Report and Change (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

18. Verify Sea Duty Counter MMPA (as applicable) (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

19. Initiate and verify Career Sea Pay (as applicable) (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

20. Compute, Initiate and Verify Career Sea Pay Premium (as applicable) (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

21. Initiate and verify Special Duty Assignment Pay (as applicable) (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

22. Initiate and verify Family Separation Allowance (FSA) (as applicable) (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

23. Create reenlistment contract in NSIPS (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

24. Create extension contract in NSIPS (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

25. Verify Activity Loss posted in MMPA (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

26. Leave

a. Verify and compute leave balance to ETS (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

b. Verify Lump Sum Leave (LSL) (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

c. Lump Sum Leave Paid to Date (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

27. RED/DA Update

- a. Verify and approve pending RED/DA request (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- b. Verify and recycle RED/DA request (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- c. Access and print member's current approved RED/DA forms (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

28. Update legacy Dependency Data Application NAVPERS 1070/602

- a. Add dependent spouse (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- b. Add dependent children (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

- c. Remove dependent (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

29. Electronic Service Record Entries

- a. Create NAVPERS 1070/606 (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- b. Create NAVPERS 1070/607 (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- c. Create and verify NAVPERS 1070/613 (3 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- d. Add and verify Honors and Awards (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

Phase II CPPA Supervisor

**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

- e. Correct and verify Honors and Awards (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- f. Update Sailor's contact information (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- g. Add and verify Warfare Designator (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- h. Add and verify Qualifications (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- i. Add and verify NAVEDTRA Course data (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- j. Create and correct History of Assignments (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

- k. Change Sailor's citizenship status (1 time)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

30. Sailing Diary/Unit Admin

- a. Create and release Command Unit/Sailing Diary (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- b. Verify Sailor's status within Sailing Diary (2 times)

\_\_\_\_\_  
(Signature & Date)

\_\_\_\_\_  
(Signature & Date)

- c. Update Unit Admin information (1 time)

\_\_\_\_\_  
(Signature & Date)

31. NSIPS Reports

- a. Run Prospective Gain Report (1 time)

\_\_\_\_\_  
(Signature & Date)

- b. Run Prospective Lost Report (1 time)

\_\_\_\_\_  
(Signature & Date)



**Phase II CPPA Supervisor**  
**(Signatures can be from any TSC/RSC or qualified Phase 2 CPPA Supervisor)**

- c. Run Award Eligibility Report (1 time)

\_\_\_\_\_  
(Signature & Date)

- d. Run RED/DA Last Verification Report (1 time)

\_\_\_\_\_  
(Signature & Date)

- e. Run RED/DA Dependent Children Over 21 Report (1 time)

\_\_\_\_\_  
(Signature & Date)

- f. Run FSA-RED/DA Report (1 time)

\_\_\_\_\_  
(Signature & Date)

V2 Jan 2023

COMMAND LETTER HEAD

1000  
Ser XX/XX  
DDMMYY

From: Commanding Officer, Name of Command

To: CPPA Rank/Rate, First Name, MI, Last Name, USN

Subj: COMMAND PAY AND PERSONNEL ADMINISTRATOR CERTIFYING OFFICER  
QUALIFICATION CARD PHASE 3 ENDORSEMENT

Ref: (a) CPPA Certifying Officer Qualification Card  
(b) DoD Financial Management Regulation (Vol. 5, Section 3.4)

1. You are hereby designated as a certifying officer based upon your completion of all requirements and prerequisites of reference (a).
2. Your designation as a Certifying Officer places you in a position of special trust and responsibility. You shall become familiar with all the requirements of a certifying officer in accordance with reference (b). Certifying Officers are accountable for and required to reimburse personally the government the amount of any illegal or otherwise improper payment. This is called pecuniary liability, and it means that the Command Pay and Personnel Administrator that is the Certifying Officer is personally financially responsible.
3. Electronic document retention is required in accordance with reference (b). This shall be accomplished through use of the Enterprise Customer Relationship Management (eCRM) tool, also known as Salesforce, for every transaction initiated or completed.
4. This designation shall remain in effect until superseded, rescinded in writing, or upon your detachment or departure from the command.

I. M. SKIPPER

Copy to:  
Supporting TSC