



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 013-23

PROCEDURE UPDATE: NAVY AND MARINE CORPS RELIEF SOCIETY CONTRIBUTION PROCEDURES

Release Date: 09/29/2023 Effective Date: Immediately

BLUF: To provide guidance for processing contributions to the Navy and Marine Corps Relief Society, Sailors and commands serviced by Transaction Service Centers (TSC) will follow procedures outlined in this Ops Alert to ensure timely contribution deductions. Commands not serviced by TSCs (ex. CVN, AS, etc.) should follow locally established guidance.

DISCUSSION: The Navy Marine Corps Relief Society provides financial assistance to Sailors in need. CPPAs must process accurate and timely NMCRS transactions as part of sustained superior service to the Fleet.

The preferred method for contributions – all year round – is for Sailors to establish their desired donation via the NMCRS site at <https://www.nmcrs.org/get-involved/donate> or <https://www.nmcrs.org/adfd>. This is the most effective way for Sailors to make direct contributions to the NMCRS.

Alternatively, Sailors may turn the NMCRS Contribution Form to their local NMCRS Active Duty Fund Drive representative, who will submit all forms to the Command Pay and Personnel Administrator (CPPA). **DO NOT return contribution forms to the local NMCRS office.** CPPAs will submit contribution forms via enterprise customer relationship management (eCRM)/Salesforce to their servicing TSC, utilizing the selections below:

Request Type:	MILPAY
Problem Code:	Allotments
Routed To:	HRSC

Delays in submitting Sailors' contribution forms will lead to delayed pay deductions.

WHAT THIS MEANS TO YOU:

- ✚ When Sailors desire to make contributions to the NMCRS, the most effective manner to make a contribution is via the NMCRS website. Commands serviced by TSC submitting contribution forms to start allotments on behalf of Sailors will follow guidance provided in this Ops Alert.
- ✚ OPS ALERTS and CPPA RESOURCES can be found on:
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
 - <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/OPS-Alerts/>

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

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

POC:

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