



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 015-23

Procedure Update: **UPDATED NPPSC FORMS 1300/2, 1300/4, 1571/1, 1800/1, 1900/1, 1900/2, AND 7220/5**
Release Date: 12/21/2023 Effective Date: 31 January 2024

BLUF: The NPPSC forms below have been updated and posted to the [MyNavy HR website > References > Forms > NPPSC Forms](#).

Discussion: The following forms have been updated and are available on the MyNavy HR website. Previous editions of these forms will be accepted until 31 January 2024. Cases already submitted with an effective date after 31 January 2024 do not need to be resubmitted. Cases submitted with superseded forms on 1 February 2024 or later will be placed in "CPPA Action Required" status with direction to use current edition.

NPPSC 1300/2 – Traveler Checklist (Rev. 11-2023)
NPPSC 1300/4 – Receipts Checklist (Rev. 09-2023)
NPPSC 1571/1 – Annual Training/Active Duty Training (AT/ADT) Checklist (Rev. 09-2023)
NPPSC 1800/1 – Fleet Reserve/Retirement Checklist (Rev. 11-2023)
NPPSC 1900/1 – Separations Questionnaire (Rev. 11-2023)
NPPSC 1900/2 – Separations Checklist (Rev. 11-2023)
NPPSC 7220/5 – Temporary Lodging Allowance (TLA) Worksheet (Rev. 09-2023)

WHAT THIS MEANS TO YOU:

- ✚ **CPAs:** New NPPSC forms are available on the MyNavy HR website. Previous editions of these forms will be accepted until **31 January 2024**.
- ✚ **CPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info the [RSC SharePoint Pages](#).
- ✚ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance (eCRM Library) and CPA Resources can be found on the [MyNavy HR CPA Resources Page](#).

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

POC:
NPPSC N3 GLOBAL OPERATIONS
personnel_nppsc.fct@navy.mil

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