



# NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser: 008-24

Procedure Update: **STUDENT GAINS AND TRANSFERS UPDATES**

Release Date: 2/27/2024

Effective Date: Immediately

**BLUF:** This Ops Alert codifies changes to student transfer procedures, to include:

- CPPAs are reminded to submit transfers and gains for all individuals to ensure timely gain of accessions and student pipeline personnel.
- Pen and ink changes to student orders have reverted to no more than 30 days authorized per MILPERSMAN 1320-306.
- NPPSC 1300/1 Application for Transfer and Advances is not a required key supporting document (KSD) for a student transferring **from** courses of instruction **to** courses of instruction.

**ACTION:** The following updates are applicable to CPPAs serving student populations:

1. CPPAs of schoolhouses must ensure transfer and gain cases are submitted via enterprise Customer Relationship Management (eCRM)/Salesforce to ensure the timely gain of students, the accurate posting of entitlements, and preventing over/under payments to students.
2. Pen and ink changes may modify report no later than dates by no more than 30 days to enlisted personnel in a TEMDU/TEMDUINS/DUINS (ACC 34X) at Recruit Training Command or service schools, per MILPERSMAN 1320-306. Commander, Navy Education and Training Command supply chain guidance memorandum #23-003 reinstates MILPERSMAN 1320-306 guidance for pen and ink changes to student orders, which had been expanded to 60 days due to operational delays caused by the COVID-19 pandemic. Ops Alert 015-20 is hereby cancelled.
3. NPPSC 1300/1 Application for Transfer and Advances is no longer a required KSD for a student transferring **from** courses of instruction **to** courses of instruction. This change streamlines required KSDs in order to more efficiently execute the transfer of student populations.

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

- + **CPPAs:** Ensure the timely submission of student gains and transfer cases via eCRM/Salesforce. Pen and ink changes to enlisted personnel in an ACC 34X status may not exceed 30 days. NPPSC 1300/1 Application for Transfer and Advances is no longer a required KSD for a student transferring **from** courses of instruction **to** courses of instruction.
- + **CPPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info on the [RSC SharePoint Pages](#).
- + OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance (eCRM Library) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

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