NAVY PAY AND PERSONNEL SUPPORT CENTER
OPS ALERT

Ser: 018-24

PROCEDURE UPDATE: **ACTIVITY GAIN UPDATES - DISCONTINUE USE OF ACTIVITY REPORT IN NSIPS AND COMPLETE ACTIVITY GAINS PANELS 1 THROUGH 4**

Release Date: 7/1/2024   Effective Date: Immediately

BLUF: Effective immediately, Command Pay and Personnel Administrators (CPPA) will discontinue using the Activity Report function (Panel 1) and instead process Activity Gain Panels 1 through 4 in Navy Standard Integrated Personnel System (NSIPS), and submit Activity Gain key supporting documents (KSD) via enterprise Customer Relationship Management (eCRM)/Salesforce within four business days of Service Member reporting to the command. CPPAs will refer to NPPSC 1300/4 Receipts Checklist for required KSDs and for completion of command-level responsibility items.

DISCUSSION: CPPAs of commands serviced by Transaction Service Centers (TSC) will complete Activity Gain Panels 1 through 4 in NSIPS and save transaction as "Incomplete" for individuals reporting to the command – this does not apply to Sailors reporting to a student activity/schoolhouse Unit Identification Code (UIC) for temporary duty under instruction. CPPAs will no longer complete an Activity Report gain ("Panel 1-only gain").

This Ops Alerts cancels Ops Alerts 008-20 and 036-20.

CPPAs will refer to NPPSC 1300/4 Receipts Checklist, Activity Gains/Losses Case Routing Guidance, and Receipts Standard Operating Procedures for required KSDs and additional guidance on submission of Activity Gains. See enclosure (1) of this Ops Alert for additional guidance on the completion of Activity Gain panels in NSIPS.

TIMELINES: CPPAs will complete Activity Gain Panels 1 through 4 in NSIPS (save as "Incomplete") and will submit all Activity Gain KSDs via eCRM within four business days of Service Member reporting onboard. All **student** Activity Gains to student activity/schoolhouse UICs will continue to follow the guidance in Ops Alert 008-24.

REQUIRED KSDs AND COMMAND RESPONSIBILITY ITEMS: NPPSC forms have been updated to reflect current KSD requirements and highlight command-level responsibilities in personnel and pay cases to include Activity Gains, PCS transfers, separations, and Fleet Reserve/Reriements. CPPAs will refer to NPPSC 1300/4 (Rev. 05-2024) Receipts Checklist for required KSDs for Activity Gains and a summary of actions commands must take at the command level to ensure completion of requirements (ex. OBLISERV, screenings, etc.).

WHAT THIS MEANS TO YOU:

- **CPPAs:** CPPAs will discontinue use of Activity Report (Panel 1) and within four business days of a Service Member reporting onboard, CPPAs will:
  - Complete Panels 1 through 4 under Activity Gain and save as "Incomplete" status.
  - Submit activity gain KSDs via eCRM/Salesforce to Activity Gain TSC per PersPay Activity Gains/Losses Case Routing Guidance and NPPSC 1300/4 Receipts Checklist.
- **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 the RSC SharePoint Pages.
- OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance and CPPA Resources can be found on the MyNavy HR CPPA Resources Page (navigate to CPPA Resources > eCRM Library).

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

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POC:
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Completing Activity Gain Panels in NSIPS

Utilizing the CPPA or CPPA Supervisor user role in NSIPS, navigate to Main Menu > Gains > Activity Gain > Use > Activity Gain – Create (do not use Activity Report)
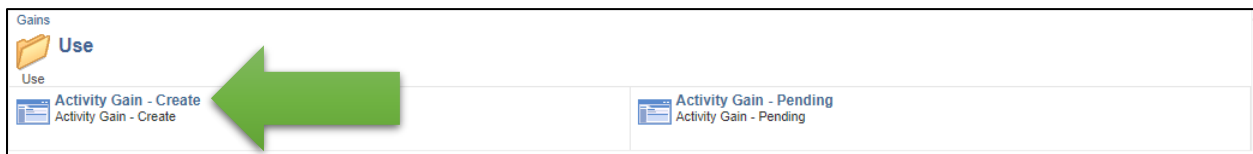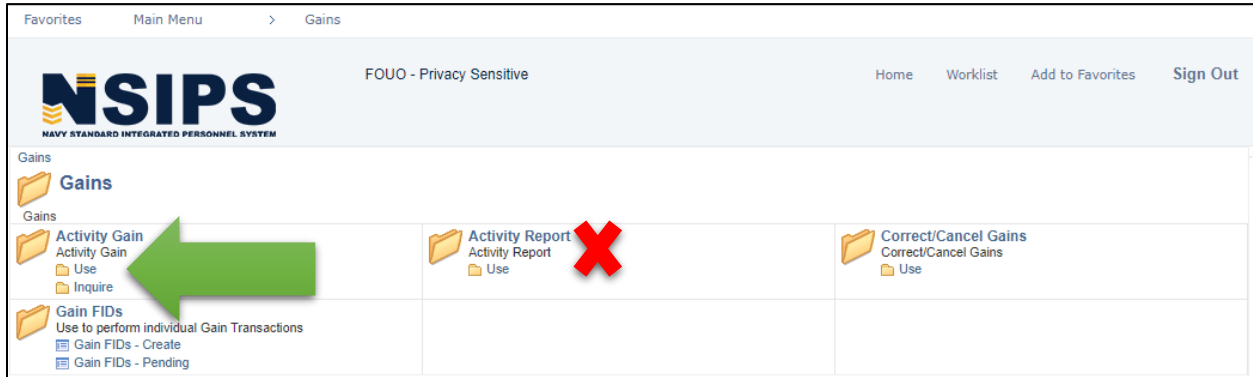
Complete Panels 1 through 4 and save as INCOMPLETE:

Delay in Reporting tab

| Report | Delay in Reporting | Misc Data | Additional Reporting |

Name: Rank/Rate: Current DSC:

BAS: ☐ Foreign Duty Pay   ☐ Career Sea Pay   Category
                                                       Vessel Code:
Zip Code: [   ]   BAQ Accom Status: [ ]🔍   BAQ Type: [ ]🔍
Meal Deduction Type [▼]

Loss Date: Report Date: [DELREP History]

	Days	Start Date	Stop Date
Travel Time:	[ ]	[ ]📅	[ ]📅
Proceed Time:	[ ]	[ ]📅	[ ]📅
Leave Time:	[ ]	[ ]📅	[ ]📅 Leave Type: [ ]🔍
Unaccounted Time:	0		

Movement   [Operational ▼]   Date Arrived [   ]📅   Date Depart [   ]📅
Reason Code: CONUS: CONUS:

[💾 Save] [🔍 Return to Search] [Previous in List] [Next in List] [Notify]

Report | Delay in Reporting | Misc Data | Additional Reporting

Misc Data tab

| Report | Delay in Reporting | Misc Data | Additional Reporting |

Name: Rank/Rate: Current DSC:

Assigned to Department Code: [   ]🔍   [Address and Phone]   [RED/DA]

Assigned to Division Code: [   ]🔍   Citizenship:

Assigned to Shop Code: [   ]🔍   Sex:

BSC: [   ]   Limited Duty Designator:
☐ FSA Eligibility Indicator   Special Category Detail Code:

                                               Special Program Indicator:

PSA/PSD Code: Dependency Prim./Sec.:   0 / 0

Clerk ID: [   ]🔍   PNEC/SNEC: /

Distribution Code: [   ]🔍   NOBC:

DIFFCREW Indicator: [   ]🔍

[💾 Save] [🔍 Return to Search] [Previous in List] [Next in List] [Notify]

Report | Delay in Reporting | Misc Data | Additional Reporting

Report	Delay in Reporting	Misc Data	**Additional Reporting**

Name: Rank/Rate: Current DSC:

Additional Reporting   Find | View All   First ◁ **1 of 1** ▷ Last

Event Code	UIC	From Date	To Date	Total Days	Report?	Leave Type	+ −
🔍	🔍	📅	📅				

Loss Date: Report Date: Unaccounted Time: 0

💾 Save   🔍 Return to Search   📑 Previous in List   📑 Next in List   📧 Notify

Report | Delay in Reporting | Misc Data | Additional Reporting