PASS TO OFFICE CODES:
FM CNO WASHINGTON DC//N1//
INFO CNO WASHINGTON DC//N1//
NAVADMIN 065/17
PERSONAL FOR FLAG OFFICERS, COMMANDERS, COMMANDING OFFICERS, EXECUTIVE OFFICERS, COMMAND MASTER CHIEFS, OFFICERS-IN-CHARGE, AND CHIEFS OF THE BOAT FROM VICE ADMIRAL BURKE //
MSGID/GENADMIN/CNO WASHINGTON DC/N1/MAR//
SUBJ/PERSONAL FOR COMMAND PAY AND PERSONNEL ADMINISTRATOR REQUIREMENTS//
REF/A/COMNAVPERSCOM/17JAN17//
AMPN/REF A IS MILPERSMAN 1000-021, COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) PROGRAM.//
RMKS/1. Over the past year, my team has focused on establishing an enduring, accurate, agile, auditable, and scalable pay and personnel administrative system. Timely and accurate pay and personnel services are a critical part of warfighting readiness - Sailors are more focused on the mission when not distracted by pay and personnel issues. We are transforming the much-needed information technology tools as a portion of the solution set, but the foundation of our processes has to be right before we automate.
2. The front line in the fight for better pay and personnel services is the Command Pay and Personnel Administrator (CPPA), formally known as Command Pass Coordinator, who serves as the critical link between your Sailors, the Command, and the Personnel Support Detachment (PSD). In an effort to improve the quality of pay and personnel services across the Navy, I have approved new requirements for CPPAs that are detailed in reference (a). In addition to those requirements, a written designation by you for a CPPA for your command and mandatory training for all CPPAs within 90 days of this message is required. This training implementation is to ensure all CPPAs are properly equipped to provide excellent customer service to our Sailors. Your support is necessary in this transformative endeavor.
3. It is imperative that Sailors who are designated as CPPAs complete the mandatory training to obtain the CPPA Navy Enlisted Classification 95AD. When circumstances dictate that the command CPPA role must be filled by a government civilian or contractor, the CPPA designation letter and completed training certificates will be
forwarded to the supporting PSD.
4. Local PSDs will maintain copies of CPPA designation letters and
training completion certificates. The Navy Pay and Personnel
Support Center (NPPSC) has instructed the PSDs to suspend access to
the primary pay and personnel systems (Navy Standard Integrated
Personnel System and Transition Online Processing System) for all
CPPAs who do not complete these requirements within 90 days of the
release of this message. Access will be restored once above
requirements are completed. Going forward, newly designated CPPAs
will be granted initial system access only after providing copies of
their CPPA designation letters and training completion certificates
to the PSD.
5. Recognizing that there are a myriad of requirements on you as
commanding officers, my goal is to make the administration processes
run smoother and not to become a distraction to our Sailors. The
creation of CPPAs will help us to do just that.
6. The point of contact for me is the NPPSC Administrative Office at
(901) 874-2161/DSN 882 or via e-mail at pers23_admin(at)navy.mil.
For deployed units that are operationally constrained, requests to
extend the 90 day suspense shall be sent to the NPPSC Administrative
Office.
7. This NAVADMIN will remain in effect until superseded or
cancelled, whichever occurs first.
8. Released by Vice Admiral R. P. Burke, N1.//
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