



DEPARTMENT OF THE NAVY  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 5450.61A  
BUPERS-05  
1 Mar 2018

BUPERS INSTRUCTION 5450.61A

From: Chief of Naval Personnel

Subj: MISSION, FUNCTIONS, AND TASKS OF NAVY PAY AND PERSONNEL  
SUPPORT CENTER

Ref: (a) OPNAVINST 5400.44A

Encl: (1) Mission, Functions, and Tasks of Navy Pay and Personnel Support Center (NPPSC)

1. Purpose.

a. To publish the mission, functions and tasks of the Navy Pay and Personnel Support Center (NPPSC) to include personnel support detachments (PSD), functional service centers (FSC), and travel processing centers (TPC), per reference (a).

b. This revision updates the mission, functions, and tasks for NPPSC and should be read in its entirety.

2. Cancellation. BUPERSINST 5450.61.

3. Scope and Applicability. This instruction applies to NPPSC and its subordinates activities.

4. Status and Command Relationships. NPPSC is a shore activity in an active, fully operational status under a commanding officer.

a. Activity: NPPSC

b. Echelon:

(1) Chief of Naval Operations

(2) Chief of Naval Personnel

(3) Commander, Navy Personnel Command

(4) Commanding Officer, Navy Pay and Personnel Support Center (NPPSC)

c. Area Coordination: Commander, Navy Region Southeast

5. **Action.** Commanding Officer, NPPSC, will ensure performance of mission, functions and tasks in enclosure (1). Send recommended changes to Bureau of Naval Personnel (BUPERS), Total Force Human Resources & Manpower (BUPERS-05) office.
6. **Records Management.** Records created as a result of this instruction, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.
7. **Review and Effective Date.** Per OPNAVINST, BUPERS-05 will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40. This instruction will be in effect for 5 years, unless revised or cancelled in the interim, and will be reissued by the 5-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



JOHN B. NOWELL, JR.  
Deputy Chief of Naval Personnel

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site, <http://www.public.navy.mil/bupers-npc/Pages/default.aspx>.

MISSION, FUNCTIONS, AND TASKS  
OF  
NAVY PAY AND PERSONNEL SUPPORT CENTER (NPPSC)

Mission

Provide military pay and personnel services and passenger transportation and travel support to military and civilian travelers assigned to various activities located worldwide and other customer services to Navy military personnel, spouses, and other dependents of active duty and reserve personnel, Department of Defense (DoD) civil service employees, and retired personnel and their family members.

1. NPPSC

a. Function. Provides Immediate Superior in Command (ISIC) like Command & Control (C2) for all personnel support detachments (PSD), functional service centers (FSC), and travel processing centers (TPC).

Tasks

(1) Fulfills all ISIC functions, providing oversight and supervision to all PSD, FSC, and TPC OIC/AOICs.

(2) Responsible for ensuring PSD, FSC, and TPC are providing excellence in operations through reliable, responsive, and timely customer service to all Sailors and their families.

(3) Monitors PSD, FSC, and TPC operations, ensuring current pay and personnel operations are effectively executed in accordance with established policies, procedures, and quality control metrics.

(4) Provides Quality Assurance (QA) oversight of all PSD, FSC, and TPC business processes.

(5) Ensures all Commander's Critical Information Requirements (CCIR) and Pre-Planned Responses (PPR) for PSD, FSC, and TFC quality assurance deficiencies are updated as required and promptly and effectively executed.

(6) Responsible for the inspection and certification of all PSD, FSC, and TPC.

(7) Responsible to the Type Commander (PERS-2) for all pay and personnel actions/matters.

2. PSD

a. Function. Maintains active duty and reserve officer and enlisted military pay accounts.

Tasks

- (1) Processes all pay actions concerning basic pay, basic allowance for housing and subsistence, special pays, incentive pays, leave, allotments, bonuses, and deductions.
- (2) Provides military pay auditing and quality assurance services.
- (3) Provides information and advice on pay entitlements to personnel of supported activities.
- (4) Ensures pay transactions are documented per current directives.
- (5) Processes muster duty pay and advance payments of pay and allowances to members of the Individual Ready Reserve, military personnel during mobilization, and recalls to active duty.
- (6) Processes indebtedness and debt collection actions or overpayments.

b. Function. Maintains active duty and reserve officer and enlisted military personnel accounts.

Tasks

- (1) Processes all personnel work actions concerning receipts, transfers, extensions, reenlistments, retirements, separations, transients, limited duty, conversions to full-time support, active duty for special work, various types of recalls, leave, legal, service record maintenance, educational services, and Servicemembers' and Family Servicemembers' Group Life Insurance.
- (2) Maintains personnel files and electronic service records for personnel assigned to supported commands and activities.
- (3) Ensures personnel transactions are documented per current directives.
- (4) Updates electronic files such as electronic service records and Navy Standard Integrated Personnel System (NSIPS) for personnel work actions.
- (5) Administers performance tests and Navywide advancement examinations for eligible personnel attached to customer commands.
- (6) Provides educational services to personnel including verification of tuition assistance eligibility, completion of tuition assistance registration, and forwarding completed applications to Tuition Assistance Regional Office for approval and payment.

(7) Brief and assist transferring personnel and their family members, if applicable, concerning the requirements and entitlements associated with the execution of orders.

(8) Issues command access cards and identification cards to eligible personnel.

c. Function. Provides passenger transportation and travel support to military and civilian travelers assigned to their areas of responsibilities.

Tasks

(1) Implements and manages DoD and Navy passenger transportation policy.

(2) Performs passport and visa services for active duty military and DoD civilian workforce and their families for permanent change of station (PCS) and temporary duty travel.

(3) Provides ticketing support, technical arrest, prisoner, and escort travel services.

(4) Provides quality assurance oversight of contracted commercial travel services.

(5) Assists in preparing and settling PCS and temporary travel claims including travel advances and claims for family members' travel and dislocation allowance.

3. FSC

a. Function. Process the all Navy accession strength gains. (FSC Great Lakes)

Tasks

(1) Processes the Navy officer accession strength gains.

(2) Processes the Navy enlisted accession strength gains.

b. Function. Process the pay and allowances of Navy reservists at customer commands. (FSC Norfolk)

Tasks

(1) Processes the activity gains and losses for Reserve Component mobilization, demobilization, annual training (AT), active duty for training (ADT), and active duty for special work (ADSW).

(2) Processes pay account establishment and execution for AT and ADT to include any special pay and allowances identified on AT and ADT orders.

(3) Prepares appropriate NSIPS transactions for Navy reservists on ADSW under 30 days, AT, and ADT.

4. TPC

a. Function. Process temporary duty travel advances and claims in support of activities and personnel not serviced by the Defense Travel System (DTS) or a PSD.

Tasks

(1) Processes non-DTS travel advances and claims of military and civilian travelers.

(2) Processes non-DTS travel of Navy reservists on AT, ADT, and inactive duty training travel at customer commands.

(3) Processes military family members' travel per diem and emergency evacuation advances.