

MILPERSMAN 1306-923

PAY AND PERSONNEL ADMINISTRATIVE TRAINING TEAM (PPAT) AND THE PERSONNEL ADMINISTRATIVE TRAINING GROUP (PATG)

Responsible Office	NAVPERSCOM (PERS-402B)	Phone:	DSN	882-3737
			COM	(901) 874-3737
			FAX	882-2637

1. **Background.** Pay and Personnel Administrative Training Team (PPAT) and the Personnel Administrative Training Group (PATG) visit ships, aviation squadrons, and other fleet/shore units.

a. They provide training to Yeoman (YN) and Personnel Specialists (PS) in the following:

General administration
Publications/directives
Correspondence/reports control
Officer Distribution and Control Report (ODCR)/ Enlisted Distribution and Verification Report (EDVR)
Diary Message Reporting System (DMRS)
Manpower/NEC management
Nonjudicial punishment (NJP)/administrative separations (ADSEPS)
Educational Services Office (ESO)
Evaluations (EVALS)/fitness reports (FITREPS)
All pay/personnel functions such as the following:
<ul style="list-style-type: none"> • Receipts/transfers • Leave accounting • Reenlistment/separations • Basic Allowance for Housing (BAH)/Basic Allowance for Subsistence (BAS)/Family Separation Allowance (FSA) • Career sea pay/premium • Selective Reenlistment Bonus (SRB) • Payrolls • ATM • Travel claims • Financial returns • Public/collection vouchers

b. PPAT is part of the Afloat Training Group, Pacific (ATGPAC), and is located in San Diego, CA.

c. PATG is part of the Afloat Training Group, Atlantic (ATGLANT), located in Norfolk, VA.

d. Tour length will be 36 months.

2. Requirements/Qualifications

a. To qualify for assignment to either PPAT or PATG, an individual must

(1) be a YN/PS, E-6 or above.

(2) have previous operational and supervisory shipboard/squadron experience.

(3) be serving as a supervisor in a personnel/administrative/disbursing office for a minimum of 1 year at time of assignment to a PPAT or PATG on independent duty.

(4) possess and demonstrate a superior degree of rating knowledge and competence, and must have expert working knowledge of the Defense Joint Military Pay Systems (DJMS) pay entitlement and procedures.

(5) have demonstrated ability to communicate effectively in the English language. Must be able to verbally articulate in a logical and coherent manner and must possess the composure to brief senior officers. Must be able to write reports using proper sentence structure, correct noun/verb tense agreement, and punctuation. Legible penmanship is also required.

b. Requests for assignment to PPAT or PATG shall be submitted to Navy Personnel Command (NAVPERSCOM), Surface Assignment Branch (PERS-402B) via:

PPAT	Commander Afloat Training Group, Pacific (Code N-2) Harbor Drive and Nimitz Boulevard San Diego, CA 92147-5000
PATG	Officer in Charge Afloat Training Group Personnel Admin Training 8870 First Street STE 150 Norfolk, VA 23511-3788

c. Complete section A of NAVPERS 1306/92 (Rev. 12-03),
Special Program Screening Form, Exhibit 1 of MILPERSMAN
1306-900.

d. Required obligated service (OBLISERV) for this program
is 36 months.