

# *Command Pay and Personnel Administrator (CPPA) Handbook*

**The Interactive Standard Operating Procedures (SOP) for Pay, Personnel, and Travel processes:**  
<https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/SOPs.aspx>

**Join the Navy Command Pay/Personnel Administrator Community Facebook Group:**  
<https://www.facebook.com/groups/455765634765433/>

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## INTRODUCTION

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### **i. Welcome to the Pay and Personnel (PAYPERS) Team**

Congratulations! With your designation as a Command Pay and Personnel Administrator (CPPA) you become an integral part of a team of professionals dedicated to supporting Sailors.

Your appointment as a CPPA indicates that your commanding officer has confidence in your ability to represent the entire command in pay and personnel support procedures. As the CPPA you are the “on-site” representative of PAYPERS, you serve in a position of trust and your performance has direct and significant impact on the morale and welfare of the officers and enlisted personnel in your command.

The local Personnel Support Detachment (PSD) or Customer Service Desk (CSD) is the administrative unit that is responsible for delivering pay, personnel, passenger and transportation services as well as educational services, to Members of your command. As the CPPA, you are the liaison between Members of your command and the PSD/CSD. It is your responsibility to ensure that the processes requiring the completion of PAYPERS transactions are performed properly and on time. Together, you and your PSD/CSD/ NOSC ensure that Service Members are provided prompt, courteous and accurate service.

### **ii. About This Handbook**

Your primary reference when performing CPPA tasks are the [Pay/Personnel/Travel Standard Operating Procedures \(SOPs\)](#). This handbook provides amplifying information and supporting references to broaden your knowledge of PAYPERS organization and tasks, and to make you a more competent and effective CPPA. Familiarity with this Handbook, applicable directives and the Standard Operating Procedures referenced here will increase your understanding as well as your effectiveness during your assignment as the CPPA.

### **iii. PAYPERS Organization**

The Navy Pay and Personnel Support Center (NPPSC) support military personnel and pay services throughout the Navy. These consolidated personnel offices are known as the PSD/CSD or PAYPERS

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office and provide Navy customers with 'one-stop' service. Administration of military pay, personnel and passenger transportation functions within the scope of PAYPERS shall be accomplished per guidelines set forth in [OPNAVINST 5200.45](#).

**iv. Command Pay and Personnel Administrator (CPPA) Program**

Per [MILPERSMAN 1000-021](#), the CPPA links the individual Sailor, the Sailor's command and the supporting pay, personnel and passenger transportation organization. CPPAs are customer service-oriented professionals trained in basic pay, personnel, passenger transportation and travel voucher functions associated with Sailor career and life events. CPPAs support Sailors with matters beyond self-service capabilities. Additionally, they provide input to their activity head on issues or concerns related to Navy pay and personnel within the command; facilitate Navy pay and personnel transactions for command personnel on behalf of pay, personnel and passenger transportation supporting organizations; facilitate command level support to billet based distribution (BBD) processes within the command and provide guidance to command personnel on changes to Navy pay and personnel policies and procedures.

The CPPA is not expected to be an expert in all areas of pay and personnel administration. However, familiarity with Pay/Personnel SOPs and the contents of this handbook ensures awareness of PAYPERS processes and creates an effective and efficient CPPA.

**v. CPPA Appointment**

Per [MILPERSMAN 1000-021](#), the CPPA will have routine access to personnel information belonging to command personnel (officer, enlisted, and (at times) dependents) protected by reference (b). The unauthorized disclosure of personnel data and personally identifiable information (PII) can result in civil, criminal or administrative penalties.

The CPPA must be an individual selected by the CO or OIC deemed capable of performing in a position of trust. COs or OICs should designate a military person as the CPPA. If there are no military personnel available to perform this duty, a Government civilian may be assigned. Only as an exception, if a unit has no military or Government civilians to perform this duty, a contractor working for the command may be assigned as a CPPA. Qualification requirements to perform the duties of CPPA are the same for anyone serving in that role,

**Note: Commands billeted for a PS, YN or NC will designate those ratings as priority (in that order).**

**NOTE: Per reference ([OPNAVINST 5200.45A](#)), designation of a CPPA (in writing) is critical to providing required and expected levels of personnel, pay and transportation support for all Navy personnel.)**

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## vi. CPPA Handbook References

Each subject in this handbook has a reference listed at the top of the page with a direct hyperlink to the reference. The listed policy directive governs the subject and answers questions about the subject.

When a resource exists, a link is provided to the applicable Pay or Personnel SOP. Every Service Member, CPPA, and personnel support providers will reference the SOP(s) to ensure proper execution of PAYPERS processes. These task-based user aids with links to policy, guidance and supporting resources are available via the [Navy Pay and Personnel Support Center](#) (NPPSC) SharePoint site.

## vii. A Special Note Regarding Personally Identifiable Information (PII)

All day, every day, the business of the Navy involves the use of Personally Identifiable Information (PII). PII is used to request leave (name, address, phone number, leave balance), to apply for special programs (name, SSN, photographs, performance ratings, security clearance level, medical information), to negotiate orders (name, SSN, family data, performance ratings, security clearance level, financial and medical information), and so forth.

Navy personnel records contain documents and data filled with PII that can be placed at risk when improperly handled. Of particular concern is PII that is transmitted between you or your command and another organization, such as your servicing Personnel Support Department (PSD) or Navy Personnel Command. Examples include reenlistment contracts, awards, selection board packages, correspondence with detailers, and updates to Page 2, SGLI and Dependency Care. (For a complete definition of PII, go to [What is PII?](#))

### **Digitally signing email is NOT the same as Encrypting email!**

Digitally signing an email provides assurance of who sent the mail and that the email was not altered during transit. Encrypting an email provides Confidentiality. Only the intended recipient will be able to open the email.

It is IMPERATIVE that Navy personnel encrypt email containing PII within the email text and/or email attachments. (IMPORTANT: Email subject line is not encrypted so do not include PII, such as last four of SSN, in subject line text.)

### **It's the Law!**

Any transmission of unencrypted PII is considered a PII breach and must be reported within one hour of discovery in accordance with DON CIO MESSAGE DTG: 291652Z FEB 08, "Loss of Personally Identifiable Information (PII) Reporting Process".

The Department of the Navy (DON) Chief Information Officer (CIO) message and PII Breach Reporting Resources are available on the [DON CIO website](#). Personally Identifiable Information (PII) is information which carries some risk-of-harm to an individual or the Command should the information be

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accessed by unauthorized personnel. PII of this nature is considered to be “sensitive” and must be protected. Sensitive PII, as referenced in the [SECNAVINST 5211.5E, DON Privacy Act Program Instruction](#) includes, but is not limited to:

- Name, such as full name, maiden name, mother’s maiden name, or alias
- Personal identification number, such as social security number (SSN), passport number, driver’s license number, taxpayer identification number, or financial account number
- Address information, such as street address or email address
- Personal characteristics, including photographic image (especially of face or other identifying characteristic), fingerprints, handwriting, or other biometric data
- Information about an individual that is linked or linkable to one of the above (e.g. date of birth, place of birth, race, religion, weight, activities, geographical indicators, employment information, medical information, education information, financial information).

For more information and training on PII, see <http://www.doncio.navy.mil/PIICourse>  
PII Breach reporting resources: <http://www.doncio.navy.mil/ContentView.aspx?id=423>

#### **viii. Systems Required to Perform PAYPERS Functions**

The following online systems are used to initiate and complete pay and personnel transactions. The CPPA will typically have access to some, but not all of the following systems. Use the *CPPA Toolbox information sheet* located on the Navy Personnel Command (NPC) [CPPA Resources](#) page to establish user accounts.

**NOTE:** CAC is required to access systems containing pay and personnel information.

- [Pay/Personnel/Travel Standard Operating Procedures](#) (SOPs)
- [Navy Standard Integrated Personnel System](#) (NSIPS)
- [Electronic Service Record](#) (ESR)
- [Official Military Personnel File](#) (OMPF)
- [Transaction Online Processing System](#) (TOPS)
- [Master Military Pay Account](#) (MMPA)
- [Defense Military Office](#) (DMO)
- [myPay](#)
- [Career Information Management System](#) (CIMS)
- [Career Waypoints](#) (C-WAY)
- [U.S. Navy Awards](#)

#### **ix. Internet Websites Supporting PAYPERS**

- [PERS – 2, 21, and 22](#)
- [Navy Pay and Personnel Support Center](#)
- [Navy Personnel Command](#)
  - [CPPA Resources](#)

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- [Career Toolbox](#)
- [Career Counseling](#)
- [Records Management](#)
- [Military Personnel Records](#)

## **CHAPTER 1 - PERSONNEL AND PAY PROCESS**

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Documents normally processed at PSD/CSD:

- Basic Allowance for Housing (BAH)
- Leave Process (applies to Commands NOT on E-LEAVE e.g. AFLOAT UNITS)
- Split Pay Option (SPO)
- Meal Reimbursements
- Career Sea Pay (CSP)/Career Sea Pay Premium (CSPP)
- Family Separation Allowance (FSA) (R, S & T)
- Change of citizenship; provide NAVPERS 1070/613 with required information. (DO NOT photocopy certificates for CPPA retain files)
- Update warfare qualifications in Navy Standard Integrated Personnel Systems (NSIPS)
- Monthly Good Conduct reports (CPPA should also have access to the information)
- Advice of Errors (AOE) from Field Examination Group (FEG) report

### **SECTION 1 – Allotments**

#### **References:**

- [DOD Financial Management Regulation \(DOD FMR\), Volume 7A, Chapter 42 and 43](#)
- [Navy DJMS Procedures Training Guide \(PTG\), Part 6](#)

#### **Document(s) Required**

- Authorization to Start, Stop or Change Allotment (Active Duty) [DD Form 2558](#)
- Direct Deposit Sign-Up Form ([SF 1199A](#))

#### **Required Actions – CPPA**

- Advise Member of his or her ability to start, stop or change allotments using myPay and provide the required steps.
- If Member is unable to access myPay to perform his or her own transaction, advise the member to fill out DD Form 2558. Verify the completeness and accuracy of the form. Submit the form to PSD for processing.
- Since all allotments to financial institutions are transmitted through Electronic Funds Transfer (EFT), verify the Automatic Clearing House (ACH) routing number for the financial institution is provided correctly, in order to register the allotment.
- Submit all required documents to PSD via TOPS.
- Ensure that the allotment request is received at PSD no later than the End of the Month (EOM) update, using the [DJMS Monthly Production Schedule](#).

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- Verify if the allotment is posted correctly in MMPA.

**NOTE:** A Special Power of Attorney (SPA) is required to establish, change, or stop allotments when the Member cannot do the request himself/herself via myPay. The SPA must explicitly state allotment authority, be current, and signed by the Member.

#### **Required Actions – PSD**

- If a Member submits an allotment request via myPay, no action is required.
- If a Member submits a DD Form 2558,
  - Verify the requested form for accuracy.
  - Submit appropriate DJMS FID/NSIPS entry.
  - Verify if the allotment is posted correctly in MMPA.

#### **SECTION 2 - Basic Allowance for Housing (BAH)**

##### **References:**

- [Joint Travel Regulations \(JTR\), Volume 1, Chapter 10](#)
- [OPNAVINST 7220.12 Change 01 dtd 23JUN11](#)
- [Current Military Pay Advisories \(MPAs\)](#)

##### **Document(s) Required**

- NAVPERS 1070/602 (Page 2) if there is a change of dependency status.
- NAVPERS 1070/613 for BAH Statement of Understanding.
- Approved NAVERS 1331/7 Special Request Chit.
  - NOTE 1: Central Billeting/Combined Bachelor Housing (CBH) has final approval authority on requests for Single BAH. The Central Billeting/Combined Bachelor Housing approval date must match the commanding officer's approval date to avoid BAH underpayment. If the Member's request is put on hold due to waiting list or occupancy requirements, start date to be used is the CBH approval date. If the Member is currently residing in CBH and checks-out from the Central Billeting/ Combined Bachelor Housing after the CO's approval date, the effective date is the Central Billeting/ Combined Bachelor Housing check-out date.
  - NOTE 2: A Member who was previously married and then divorced is NOT automatically entitled to Single-BAH. The Member must have a Command and Central Billeting/Combined Bachelor Housing approval to receive single-BAH.

##### **Required Actions – CPPA**

- Refer to the [BAH SOP](#) for CPPA internal processes.

##### **Required Actions – PSD**

- Refer to the [BAH SOP](#) for PSD internal processes.

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## **SECTION 3a - Dependency Application and Record of Emergency Data (NAVPERS 1070/602) and (DD93) for Dependents**

### **References:**

- [MILPERSMAN 1070-270 \(Page 2\)](#)
- [MILPERSMAN 1070-271 \(RED\)](#)
- [JTR Volume 1, Chapter 10, Part B](#)
- [NAVADMIN 218/13 \(Guidance on Benefits for Same-Sex Spouses\)](#)
- [MILPERSMAN 1770-280 \(Death Gratuity\)](#)

### **Document(s) Required**

- Marriage Certificate
- Birth Certificate
- Divorce Decree
- Paternity Statement
- Adoption papers
- Statement of Understanding for BAH Entitlement (NAVPERS Form 1070/613)
- Other document(s), as required by local command

**NOTE 1:** Emergency data information is no longer recorded on NAVPERS 1070/602 Dependency Application. DD 93 is used for both officer and enlisted Service members to provide information on family members and elect various beneficiaries. See [MILPERSMAN 1070-271 \(RED\)](#) to complete and file an updated DD 93.

**NOTE 2:** The NAVPERS 1070/602 must reflect that the Member has legal court ordered custody if the Member is receiving dependent BAH or must reflect the monthly amount of support. The fact that the child is residing with the Member is NOT authority to credit dependent BAH unless the Member has legal court ordered custody. Ref: JTR, Ch. 10. and PPIB 10-12.

**NOTE 3:** Dependency data shall be verified and updated (if necessary) by each Member on active duty upon:

- Detaching/reporting on PCS orders
- Prior to unit deployment/patrols
- Gain/loss of a family Member (marriage, divorce, birth, death, dependent child over 21, etc.)
- Change of Address
- Fleet Reserve/Retirement
- Claiming reimbursement for dependent(s) travel

### **Required Actions – CPPA**

- Advise Member of utmost importance in maintaining the accuracy of the NAVPERS 1070/602.

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- Ensure Member verifies NAVPERS 1070/602 via ESR or OMPF. It is the Member's responsibility to ensure this document reflects up-to-date and complete information, as well as to provide applicable documents.
- Ensure updates are submitted to PSD/CSD via secure transmittal. Once final document is approved by Sailor and signed, forward documents to PSD/CSD via secure transmittal.
- The command shall retain a signed NAVPERS 1070/602 on file for each assigned Sailor, for 90 days after Transfer and 180 days after Separation/Fleet Reserve.
- When a Sailor designates a portion or none of the death gratuity to the spouse:
  - Refer to MILPERSMAN 1770-280 to prepare the Spouse Notice of Designation letter for the CDR, CO, OIC signature.
  - Mail the original letter to the spouse and e-submit the copied letter to OMPF via TOPS.
- Refer Section 18 for Servicemembers' Group Life Insurance (SGLI).

#### **Required Actions – PSD**

- Refer to the [Page 2 SOP](#) for PSD internal processes.

### **SECTION 3b - Dependency Application/Record of Emergency Data (NAVPERS 1070/602) and (DD93) for Secondary Dependents**

#### **References:**

- [DFAS Military Pay Secondary Dependency Guide](#)
- [DFAS Military Pay Secondary Dependency FAQs](#)

#### **Document(s) Required**

- [Dependency Statement – Parent \(DD Form 137-3\)](#)
- [Dependency Statement – Incapacitated Child Over Age 21 \(DD Form 137-5 \)](#)
- [Dependency Statement – Full Time Student 21-22 Years of Age \(DD Form 137-6\)](#)
- [Dependency Statement – Ward of a Court \(DD Form 137-7 \)](#)
- A printed copy with Original Signatures must be submitted.

**NOTE 1:** To be considered sufficiently dependent upon the Member to qualify as a Secondary Dependent, documentation must prove the claimed dependent's qualifying income is LESS than 50% of his/her expenses and the Member's contribution EXCEEDS 50% of the dependent's living expenses. Examples include: parent, parent-in-law, step-parent, parent by adoption, in loco parentis, and ward of the court.

**NOTE 2:** Download applicable forms at <http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0001-0499.htm>

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**NOTE 3:** Member's entitlements will not be processed by PSD. DFAS-CL will process entitlements upon approval. Letters of determination for active duty Members are mailed to the Member's Unit Identification Code (UIC) address.

**Required Actions – Members**

- Use above references to apply secondary dependent(s).

**Required Actions – CPPA**

- Assist a Member to update NAVPERS 1070/602 or RED/DA when applicable.

**Required Actions – CPPA**

- Assist a Member to update NAVPERS 1070/602 in NSIPS to reflect prior information (the parents have not been approved as dependents yet) after DFAS approves/disapproves the application to avoid DEERS disparity.

**SECTION 4 - Family Separation Allowance (FSA)**

**References:**

- DOD FMR, Volume 7A, Chapter 27
- MILPERSMAN 7220-120

**Eligibility Criteria:**

- Married Members with civilian spouse.
- Military to Military Members who were residing together prior to separation by military orders. Generally, only one Member is entitled to FSA at a time. Dual FSA entitlements only exist when Members reside together with their dependent(s) immediately before being simultaneously assigned to duty assignments away from each other and their dependents.
- Single Members, who have physical and/or legal custody of the child(ren) for at least 14 days each month. Court order must explicitly award the physical and legal right to a Member. NAVPERS 1070/602 (Page 2) must document the member's rights in the remark sections.

**NOTE:** FSA will become effective on the 31<sup>st</sup> day of separation; retroactive to first day Member was separated from family.

**Documents Required**

- Statement to Substantiate Payment of FSA (DD Form 1561) for each eligible member.
- NAVPERS 1070/602 (Page 2).
- Copy of PCS order / TAD order / Memorandum to certify member's eligibility.

**Required Actions – MBR**

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- Provide updated NAVPERS 1070/602 to CPPA for verification.
- Complete DD Form 1561 blocks 1-9 and turn in to CPPA.

#### **Required Actions – CPPA**

- Verify FSA eligibility for command via NSIPS.
- Assist Member in verifying NAVPERS 1070/602 .
- Assist Certifying Officer to complete Part II of DD Form 1561.
- Forward all required documents (see above) to PSD.
- Verify if FSA is correctly posted in MMPA (FID: 65).

#### **Required Actions – PSD**

- Verify FSA entitlement
- Process FSA transactions in NSIPS.
- Verify if FSA is correctly posted in MMPA (FID: 65).

### **SECTION 5 - Hostile Fire (HF), Imminent Danger Pay (IDP), Combat Zone Tax Exclusion (CZTE)**

#### **References:**

- DOD FMR, Volume 7A, Chapter 10
- Navy DJMS PTG Table 1-10-1
- Navy DJMS PTG, Part 1 Chapter 10
- Navy DJMS PTG, Part 7 Chapter 11
- NAVADMIN 062-12 (IDP)

#### **Eligibility Criteria:**

- **Hostile Fire Pay (HFP):** This entitlement is payable, as certified by the appropriate commander, when a Member is subjected to hostile fire or explosion of a hostile mine, or on duty in an area in close proximity to a hostile fire incident and the Member is in danger of being exposed to the same dangers actually experienced by other Members subjected to hostile fire or explosion of hostile mines, and may be killed, injured, or wounded by hostile fire, explosion of a hostile mine, or any other hostile action. See references above for more information.
- **Imminent Danger Pay (IDP):** This entitlement is payable when a member is on official duty in a designated IDP area. Periodic recertification of IDP ensures that imminent danger designations match actual conditions of designated countries, ensuring fair entitlements and benefits occur as warranted. As of 3 Jan 2014, IDP pay will continue for Iraq, Afghanistan, Lebanon, Jordan, Pakistan, Syria, Yemen, and Egypt within the Central Command AOR, up to a maximum full monthly amount of \$225.

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**NOTE:** Members cannot receive both IDP and HFP in the same month.

[http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp\\_idp.html](http://www.dfas.mil/militarymembers/payentitlements/specialpay/hfp_idp.html)

- **Combat Zone Tax Exclusion (CZTE):** A combat zone is any area the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat. An area usually becomes a combat zone and ceases to be a combat zone on the dates the President designates by Executive Order. Earnings received while in the combat zone are excluded from taxable income. A Member of the U.S. Armed Forces who serves one day in a defined combat zone may exclude pay, bonuses and special pay for the entire month from taxable income.

#### **Document(s) Required**

- Certified memorandum from the CO (see [Appendix A-4](#)) stating area of entitlement and effective dates of special pay entitlements. Subsequent letter will be required to stop entitlement if not indicated on original memorandum (see [Appendix A-3](#)).
- Alpha roster listing names and SSN's (by secure means to protect PII) of entitled personnel onboard per sailing diary.
- For individual transactions sent via TOPS, reference the original memorandum.

#### **Required Actions – CPPA**

- Submit certified memorandum from the CO with Alpha roster listing names and SSN's (via secure transmission) of personnel entitled to IDP who are onboard.
- Verify if the transactions are correctly posted in MMPA (FID: 23 for HF/IDP; FL for CZTE)

**NOTE:** Refer to procedures for safe guarding PII including Social Security Numbers

#### **Required Actions – PSD**

- Verify certified memorandum and Alpha listing for accuracy.
- Submit appropriate transactions to DFAS.
- Refer to the [Hostile Fire/Imminent Danger Pay SOP](#) for PSD internal processes.
- Verify if the transactions are correctly posted in MMPA (FID: 23 for HF/IDP; FL for CZTE)

### **SECTION 6 – Career Sea Pay (CSP) and Career Sea Pay Premium (CSPP)**

#### **References:**

- [DOD FMR, Volume 7A, Chapter 18](#)
- [Navy DJMS PTG, Part 1, Chap 7](#)
- [OPNAVINST 7220.14 \(CSP and CSPP\)](#)
- NAVADMIN 319/18

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**Eligibility Criteria:**

- Service Members must be assigned to a Category 'A' Vessel or Afloat staff. (See OPNAVINST 7220.14, for definition of Ship Categories.)
- CSP continues for up to 30 days while a Member is temporarily assigned ashore under TAD orders. Be sure to enter a remark about whether the Member returns to Afloat unit for duty.
- If a Member is on leave for greater than 30 days, his/her CSP will be stopped on the 31<sup>st</sup> day. For terminal leave, CSP will be stopped on the 1<sup>st</sup> day of leave.

**Career Sea Pay Premium (CSPP) verification:**

- If a Member is performing back-to-back sea duty, verify eligibility of CSPP upon reporting.

**NOTE:** Member becomes entitled to CSPP after 36 consecutive months of sea duty; entitlement will be effective the first day of the 37th month.

**Document(s) Required**

- Endorsed PCS orders upon receipt to Afloat unit.
- Copies of endorsed TAD/TDY orders or memorandum notifying a Member's return to Afloat unit.
- Memorandum from the CO or By Direction with alpha roster for attaching units i.e. squadrons or special units to ships.
- Copies of endorsed TAD order(s) for personnel(s) who are under TAD/TDY onboard to ship.

**Required Actions – CPPA**

- Monitor eligibility of CSP for permanently and TDY personnel attached to command based on Sea Duty Commencement Date (SDCD), adjusted for periods of TAD.
- Compile and review supporting documentation, submit to PSD.
- Verify if the transactions are correctly posted in MMPA (FID: 27 for CSP, 37 for CSPP).

**Required Actions – PSD**

- Verify eligibility for CSP and CSPP.
- Submit appropriate transactions to DFAS/NPC.
- Refer to the CSP and CSPP SOPs for PSD internal processes.
- Verify if the transactions are correctly posted in MMPA (FID: 27 for CSP, 37 for CSPP).

**SECTION 7 - Visit Board Search and Seizure (VBSS) and Hazardous Duty Incentive Pay (HDIP)****References:**

- DOD FMR, Volume 7A, Chapter 24
- OPNAVINST 3501.352A
- Navy DJMS PTG, Part 2, Chap 3

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- [MILPERSMAN 1000-170 \(Sailing Diary\)](#)
- [MILPERSMAN 1306-978 \(LCS\)](#)
- [MILPERSMAN 1306-972 \(PC Crew\)](#)
- OPNAVINST 6110.1J
- [COMNAVSURFORINST 3502.1D](#)
- [SECNAVINST 5510.30B](#)
- OPNAVINST 3591.1F

**Eligibility Criteria:**

- A minimum of three VBSS boarding evolutions per month must be performed in order for Members of the VBSS team to be eligible for VBSS HDIP for that month. Training evolutions do not constitute eligibility.
- Billet limitation for VBSS teams is located within [DOD FMR, Volume 7A, Chapter 24](#).

**NOTE:** If a Member is serving on the Flight Deck team and is also in receipt of FDHDIP for the same period of VBSS, only one hazardous duty incentive pay is allowed per the above references.

**Document(s) Required**

- Memorandum/Orders assigning VBSS team to duty by competent authority (see [Appendix A-4](#)).
- Tracking sheet signed by competent authority.

**Required Actions – CPPA**

- Submit memo with CO’s authorization and tracking sheet with members’ names and **SSNs**.
- Verify if the transactions are correctly posted in MMPA. (Different FIDs are for different HDIP. Refer to MMPA Guide for FIDs).

**Required Actions – PSD**

- Verify information provided and submit appropriate transactions to DFAS.
- Refer to the [Hardship Duty Pay SOP](#) for PSD internal processes.
- Verify if the transactions are correctly posted in MMPA. (Different FIDs are for different HDIP. Refer to MMPA Guide for FIDs).

**SECTION 8 - Flight Deck Hazardous Duty Incentive Pay (FDHDIP)**

**References:**

- [DOD FMR, Volume 7A, Chapter 24](#)
- [Navy DJMS PTG, Part 2, Chapter 3](#)
- [OPNAVINST 7220.4K \(FDHDIP\)](#)
- [MILPERSMAN 7220-080 \(HDIP\)](#)

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**Document(s) Required**

- Memorandum signed by the Commanding Officer authorizing payment of Flight Deck Hazardous Duty Incentive Pay (see [Appendix A-5](#)).
- FDHDIP Monthly Certification listing number of qualified evolutions and FDHDIP crew as certified by the Helicopter Control Officer (HCO), Flight Deck Officer or Air Boss.
- Ensure command maintains Flight Deck Orders as per OPNAVINST 7220.4K.

**NOTE 1:** If Member is in receipt of FDHDIP, no other Incentive Pay(s) are authorized, per [DOD FMR, Volume 7A, Para 24039D](#).

**NOTE 2:** Per OPNAVINST 7220.4K page 10, “Military Pay Orders (MPO) Submitted through Personnel Support Detachments (PSD). When shore-based commands submit an MPO to the local PSD for the payment of FDHDIP, the MPO shall be accompanied by both a copy of printed tracking sheet and a copy of the TDY orders, clearly endorsed with the arrival and departure dates, to and from the ship, which also clearly identifies members who were assigned to FDHDIP billets during the TDY periods. To prevent the possibility of erroneous payments, MPOs should be signed by a lieutenant commander (O4) or above in the command, only after a careful check of names, social security numbers, and the duration of assignment to an FDHDIP billet aboard the ship.”

**Required Actions – CPPA**

- Submit CO’s authorization memo and flight deck tracking list.
- Verify if the transactions are correctly posted in MMPA. (FID: 11)

**Required Actions – PSD**

- Verify and submit appropriate NSIPS transactions.
- Refer to the [Flight Deck Pay SOP](#) for PSD internal processes.
- Verify if the transactions are correctly posted in MMPA. (FID: 11)

**SECTION 9 - Indebtedness and Waiver/Remission of Indebtedness****References:**

- [DOD FMR, Volume 7A, Chapter 50](#)
- [Navy DJMS PTG, Part 7, Chap 7](#)
- [Navy DJMS PTG, Appendix L](#)
- [MILPAY Debt Collection/Debt Management SOP](#)

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**Required Actions – Member**

- Members of the Naval Service are expected to pay their just debts and financial obligations in a proper manner and have 30 days from date of Navy Letter of Indebtedness (LOI) to respond via the CPPA and set up a repayment schedule.

**NOTE:** The minimum that may be paid back is 1/10th of the Member's total income before legal deductions are removed (gross disposable pay) not to exceed 2/3rds of the gross disposable pay through EAOS. DFAS will automatically create a collection schedule beginning first payday following the LES remark plus one month (e.g. if debt appears on the April LES; collection is suspended for April and May; collection begins in June.)

**Required Actions - CPPA**

- If Member receives a Letter of Indebtedness refer to guidance provided in the letter to assist Member in liquidating the indebtedness.
- Submit Member's intensions and options to resolve indebtedness in a timely manner, no later than 30 days from date of the LOI.

**Required Actions – PSD**

- Generate DJMS notice for debts above \$100.00.
- Identify Members, generate LOI and send via TOPS to CPPA.
- Submit transactions to DFAS with LOI provided by the CPPA and signed by the Member along with appropriate documentation.
- Refer to the [MILPAY Debt Collection/Debt Management SOP](#) for PSD internal processes.

**MILPAY DEBT WAIVER/REMISSION OF INDEBTEDNESS****Document(s) Required**

- [Waiver/Remission of Indebtedness Application \(DD Form 2789\)](#)
- All appropriate documentation along in support of DD Form 2789 to support Member's claim (e.g. rental agreements, LESs, court orders, etc.)

**Required Actions – Member's Command**

- Member's Commands are required to complete blocks 1 through 22b on DD Form 2789. Upon receipt of DD Form 2789, PSD will process suspension of debt. Effective date of suspension will be the date CO signed the DD Form 2789.

**Required Actions - CPPA**

- Ensure appropriate blocks are completed and supporting documentation is provided along with DD Form 2789.

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### **Required Actions – PSD**

- Process suspension of debt(s) and complete blocks 23 through 31f on DD 2789. Forward package to DFAS-IN for ultimate adjudication. PSD will recommend in block 29 as the servicing financial office for pay matters.
- Refer to the [MILPAY Debt Collection/Debt Management SOP](#) for PSD internal processes.

## **SECTION 10 - Advice of Error (AoE) and Field Examination Group (FEG)**

### **Reference:**

- [SECNAVINST 5040.3A \(Inspections within the DON\)](#)

Periodic Pay/Personnel Examination by Field Examination Group (FEG), required by SECNAV, are unannounced on-site examinations to assess the efficiency and reliability of financial resources and the disbursing operations of all PSDs. Teams from Military Pay and Personnel Field Examination Group conduct these examinations. Frequency: Ashore - every 18 months Afloat - every 12 months.

**NOTE:** Although these are usually issued only once every 12 - 18 months, if received, this is of high importance. Upon receipt of Field Examination Group (FEG) Advice of Error (AoE) issued to the Command, each AoE will be process as directed unless the Command is contesting the discrepancy/correction.

### **Required Actions – FEG**

- Examine disbursing officers' maintenance of military pay accounts and payment of travel claims.
- Evaluate disbursing office's physical security and provides assessments of internal control procedures.

### **Required Actions – CPPA**

- Provide supporting documentation upon request to support AoE.
- Forward copy of FEG AoE(s) issued to the Command to PSD for immediate action.

### **Required Actions – PSD**

- Process all AoE(s).
- Submit appropriate transactions to DFAS/NPC.

## **SECTION 11 - Good Conduct Awards (GCA) and Military Decorations**

### **References:**

- [DoDM 1348.33 \(Manual of Military Decorations and Awards\)](#)
- [SECNAVINST 1650.1 \) \(Awards Manual\)](#)

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- [U.S. Navy Awards](#)
- [Decorations and Medals \(Awards\) Information](#)
- Applicable SECNAV 1650 Notices

## **GOOD CONDUCT AWARDS**

### **Document(s) Required**

- Award Citation

### **Required Actions – CPPA**

- Track GCA eligibility by utilizing NSIPS GCA report every month.
- Prepare and obtain signature(s) on Good Conduct Award Certificate(s) in accordance with SECNAVINST 1650.1H, Chapter 4, Section 2, Paragraph 2(e).
- Enter the GCA award date in NSIPS.
- Notify PSD for award verification in NSIPS.

### **Required Actions – PSD**

- Verify GCA transactions in NSIPS, which are entered by CPPA.

## **MILITARY DECORATIONS AND AWARDS**

**NOTE:** For personal awards NAM and above, the awarding authority (Command with delegate permission to provide Awards) must update awards in Navy Department Awards Web-Service (NDAWS) and mail a copied award certificate to PERS-32 for OMPF update. CPPA and PSD cannot update these awards in NSIPS directly.

### **Document(s) Required**

- Award Citation

### **Required Actions – CPPA**

- Enter award entries in NSIPS.
- Submit award citation to PSD for verification in NSIPS.

### **Required Actions – PSD**

- Verify award entries in NSIPS.

## **SECTION 12 - Leave Processing in lieu of Electronic Leave (E-Leave)**

### **References**

- [PPIB 12-22](#) New E-Leave Report
- [PPIB 11-04](#) PCS Leave Related To Sailors Using E-Leave

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- [E-Leave General Info and Training](#)

**NOTE:** E-Leave for all USN personnel resides within the NSIPS ESR application and is managed by the Command Leave Administrator (CLA).

**Required Actions – CPPA**

- Provide assistance to Service Member and CLA as requested.

**Required Actions – PSD**

- Provide assistance to CPPA as requested.
- Refer to the [Leave SOP](#) for PSD internal processes.

**SECTION 13 - Maternity Clothing Allowance**

**References:**

- [DOD FMR, Volume 7A, Chapter 29, Table 29-5, Rule 13](#)
- [Navy DJMS PTG, Part 3, Chapter 5](#)

**NOTE:** A Service Member is entitled to one Maternity Clothing Allowance every 3 years if needed.

**Document(s) Required**

- Doctor's confirmation of pregnancy
- [Special Request/Authorization \(NAVPERS Form 1336/3\) \(Chit\)](#)
- [Administrative Remarks \(NAVPERS Form 1070/613\) \(PG13\)](#)

**Required Actions – CPPA**

- Prepare NAVPERS 1070/613 for Member's signature, indicating date of payment of the maternity clothing allowance.
- Submit signed Page 13 (Temporary – 36 months expiration date) to PSD for input into the Electronic Service Record (ESR).
- Forward confirmation of pregnancy and approved Special Request/Authorization Chit to PSD.
- Verify if transactions are correctly posted in MMPA. (FID: 61)

**Required Actions – PSD**

- Verify the Service Member has not previously received a Maternity Clothing Allowance within last 3 years.
- Submit Additional Clothing Allowance in NSIPS for Maternity Clothing Allowance for central payment through DFAS.

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- Enter NAVPERS 1070/613 into Electronic Service Record (ESR).
- Verify if transactions are correctly posted in MMPA. (FID: 61)

## **SECTION 14 - Missed Meal Credit while Temporary Duty (TDY/TAD) and Commuted Rations**

### **References:**

- DOD FMR, Volume 7A, Chapter 25
- Navy DJMS PTG, Part 3, Chapter 1
- MILPERSMAN 7220-180 (BAS for Members on Sea Duty)
- MILPERSMAN 1746-020 (Mess Separately)

## **MISSED MEAL CREDIT WHILE TDY/TAD**

### **Document(s) Required**

- Copies of endorsed TAD/TDY orders.
- A memorandum signed by direction to PSD. The memorandum shall include the number of missed meals.

### **Required Actions - CPPA**

- Obtain and verify a copy of endorsed TAD orders from the Member.
- Prepare a memorandum to request missed meals credits.
- Provide the memorandum and endorsed TAD orders to PSD
- Verify if the missed meal credit is posted correctly in MMPA (FID: PI or DN)

### **Required Actions – PSD**

- Submit PI03 or DN02 and transmit to DFAS. If Service Member is TAD over 30 days and not required to stand duty on board the afloat unit, sea pay will be stopped on the 31<sup>st</sup> day after the beginning of TAD/TDY.
- Verify if the missed meal credit is posted correctly in MMPA (FID: PI or DN).

## **COMMUTED RATIONS**

### **Documents Required**

- Memorandum signed by Responsible Commanding Officer (RCO) authorizing Commuted Rations or Separate Rations (RATSSEP) (see [Appendix A-6](#)).
- Alpha roster of affected enlisted Service Members who are currently onboard.
- For Service Members whose RATSSEP was not started on initial transaction, reference original memorandum in TOPS.

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**NOTE:** When entering an overhaul/yard period which requires the galley to be inoperable and messing impractical, the ship may request via the ISIC to the RCO of a shore activity operating one or more general messes, the authority to grant RATSSEP.

**Required Actions - CPPA**

- Submit request letter along with authorization letter.
- Verify and submit via secure transmission for PII, alpha roster of personnel currently onboard.

**Required Action – PSD**

- Submit appropriate transactions to start or cancel meal allowance to DFAS MILPAY.

**SECTION 15 - Name Change Request**

**References:**

- [MILPERSMAN 1000-130 \(Name Change of Member\)](#)
- [Request for Name Change Templates](#)
- [PPIB 13-14 Name Change Requirements](#)
- [PPIB 15-20 MILPERSMAN Article 1000-130 Name Change of Member](#)
- [PPIB 16-10 Birth Certificates and Citizenship Documentation in the Official Military Personnel File \(OMPF\)](#)
- PPIB 18-21

**Document(s) in support of name change request**

- Documentation in support of name change request (e.g. Marriage certificate, divorce decree, birth certificate, court document, etc.)
- [Privacy Act Data Cover Sheet \(DD Form 2923\)](#)
- New (recently dated) SSN card will guarantee 100% approval of name change requests
- Name change request packets (the member's letter, the CO's endorsement, copy of the new SSN card) can be scanned/mailed to the NSIPS Helpdesk at NSIPSHelpdesk.fcm@navy.mil <mailto:[NSIPSHelpdesk.fcm@navy.mil](mailto:NSIPSHelpdesk.fcm@navy.mil)> vice being mailed to the SPAWAR New Orleans address. Note the correct email address - do not send name change packages to NSIPSHelpdesk@navy.mil <mailto:[NSIPSHelpdesk@navy.mil](mailto:NSIPSHelpdesk@navy.mil)> as no action will be taken on them. The command POC identified in the CO's endorsement will receive email notification of receipt of the request and will be notified when the request is approved and the DD Form 1343 is issued.

**Required Actions – Member**

- Refer to references and submit Name Change Package request to the Chain of Command.

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- Forward name change letter request along with supporting documentation, to [NSIPS help desk](#) via the Commanding Officer, taking all precautions to prevent unauthorized release of PII.
- Member shall complete and submit form SSA-7008, Request for Correction of Earning Record, to the Social Security Administration to ensure proper recording of earnings and deductions. SSA-7008 is available at: <http://www.ssa.gov/online/forms.html>

#### **Required Actions – CPPA**

- Prior to submission of request for name change, the command shall advise the Member of the Privacy Act Statement in paragraph 2 of MILPERSMAN 1000-130.
- Assist Service Member with sending documentation and approved command endorsement to address listed in reference, double packaged with inner package marked: *“FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE. Any misuse or unauthorized disclosure may result in both civil and criminal penalties.”*
- DD Form 2923 should be used to cover the documents containing PII.
- Use of mailing service that provides tracking capability is also recommended.
- Mail Member’s request to: SPAWAR ITC NSIPS/CDM, NAS JRB, 1330 Military Parkway, RM 104, Fort Worth, TX 76127-1062
- Upon final approval, notify Member of requirement for CAC. Contact command representatives (e.g. chain of command, medical, CCC, etc.) with final name change information.

#### **Required Actions – PSD**

- Name change is effective from date of NAVPERSCOM authorization reflected in block 1 of DD 1343 Notification of Change in Service Member’s Official Records.
- Effect name change where applicable and file copy of approved DD 1343 in Member’s OMPF.
- Follow up with CPPA to verify completed action and effective date.

### **SECTION 16 - Negative Navy Cash Balance**

#### **References:**

- [NAVSUP Publication 727 \(Navy Cash Financial System SOP\)](#)
- [DD Form 2887 \(SVC Programs\)](#)
- [Navy/Marine Cash Overview](#)

#### **Document(s) Required**

- [Pay Adjustment Authorization \(DD Form 139\)](#)
- [Split Pay Option \(SPO\) Enrollment/Disenrollment Form](#) (See page 8-219, NAVSUPPUB 727)

#### **Required Actions – CPPA**

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- For Members currently onboard: CPPA forwards SPO form signed by Member to start/change Split Pay Option on MMPA or DD Form 139 including a copy of Negative Balance Report (See [NAVSUP Publication 727](#), page 8-214 re: Negative Balance Report).
- For Members transferring or have transferred: CPPA will submit DD Form 139 and Negative Navy Cash Balance report to PSD.

#### **Required Actions – PSD**

- Upon receipt of SPO Form or DD Form 139, PSD will process DS01 or HM01/HM04.
- PSD will not process any requests for SPO (HM01/HM04) to recoup negative balances without Member's written consent.
- Navy Cash negative balances can only be deducted via DS01 for the exact amount of debt without the Member's written consent per cited references above.

### **SECTION 17 - Electronic Service Record (ESR)**

#### **References:**

- [ESR Training Guide for Sailors and Commands](#)
- [e-Submission Documents](#)
- [ESR Quick Start - All Sailors](#)
- [QuickStart - Electronic Service Record \(ESR\) - Command Stakeholder](#)
- [Navigating Within the ESR](#)
- [ESR Desk Guide](#)

#### **Required Actions - Member**

- Every Member (Officer and Enlisted less Individual Ready Reservists (IRR)) must establish a Self-Service ESR Account. To establish an account, go to:  
<https://nsipsprod.nmci.navy.mil/nsips clo/jsp/index.jsp>.
- Utilize [ESR Training Guide for Sailors & Commands](#) to navigate within various sections and pages of personal Electronic Service Record.
- Maintain accurate information personal information, review entire ESR and make updates as they occur to emergency contact information.

#### **Required Actions - CPPA**

- Verify Key Supporting Documents (KSD's), such as certificates, memorandum, or completed PQS provided by members.
- Make service record entries in NSIPS
- Request PSD to verify the service record entries with KSD's

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### **Required Actions – PSD**

- Provide support to ensure accurate and up-to-date contents of the ESR is reflected in data and documents considered by selection boards and other decision makers which affect a Member's career in accordance with [MILPERSMAN 1000-020](#).

## **SECTION 18 - Servicemembers' Group Life Insurance (SGLI) Online Enrollment System (SOES)**

### **References:**

- [Servicemembers' Group Insurance \(SGLI\) SOP](#)
- [Family Servicemembers' Group Life Insurance \(FSGLI\) SOP](#)
- [DOD FMR, Volume 7A, Chapter 47](#)
- [Navy DJMS PTG, Part 7, Chapter 4](#)
- [MILPERSMAN 1741-020 \(Life Insurance\)](#)
- [MILPERSMAN 1770-010 \(Definitions and Acronyms\)](#)
- [PPIB 11-33 Service Members Group Life Insurance \(SGLI\) Election And Certificate \(SGLV Form 8286\)](#)
- [PPIB 14-07 Trustee/Trust Designation On SGLV 8286, Servicemembers Group Life Insurance \(SGLI\)](#)
- [PPIB 17-05 New File Naming Convention In Trim Or Local Document Retention System](#)
- [PPIB 17-11 Update To Pay And Personnel Information Bulletin 17-05](#)
- [NAVADMIN 012/07 \(SGLI Program Changes\)](#)
- [NAVADMIN 122/13 \(Familygram 02-13 Insurance Benefits\)](#)
- [NAVADMIN 085/17 \(Servicemembers Group Life Insurance Online Enrollment System\)](#)

### **Document(s) Required**

- [SGLI Election & Certificate \(SGLV 8286\)](#)
- Family SGLI Coverage Certificate (SGLV 8286A)
- Forms and directions are also available online at:  
<https://www.benefits.va.gov/INSURANCE/resources-forms.asp>.

### **Required Actions - Member**

- Verify and update SGLI beneficiary upon marriage, divorce, a child is born/adopted, a family member dies, or when transferring from or reporting to a command.
- Create, decline, or update SGLI and/or FSGLI for coverage and change in beneficiaries by using SGLI Online Enrollment System (SOES). (<https://www.dmdc.osd.mil/milconnect>).
- Utilizing SGLV 8286 or SGLV 8286A pdf versions when SOES cannot be accessed. Turn in a complete SGLV 8286 pdf version to CPPA for OMPF record and deduction adjustment.

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- Verify LES accurately reflects the correct deduction amount.
- To request an advance insurance payment for a terminally ill Member or veteran, complete SGLV 8284.
- To request an advance insurance payment for terminally ill spouse, complete SGLV 8284A.
  - **NOTE:** The accelerated benefit allows the Member to receive up to 50% under the FSGLI if his/her spouse has been diagnosed by a physician as being terminally ill (as defined in Public Law 105-368) with nine (9) months or less to live. Only the Member can apply for this benefit. To find more information about it and how to submit the claim for Accelerated Benefits, log on to: Accelerated Benefit Claims - Life Insurance.
- For Member married to military (MIL to MIL) on or after January 2, 2013, FSGLI (Spouse) coverage is not automatic. Mil-to-Mil Members may apply for FSGLI Spouse by completing SGLV 8286A via SOES.
  - **NOTE:** Military Members - election to decline SGLI coverage, elect less than \$400,000 SGLI coverage or designate a beneficiary for SGLI other than the lawful spouse or children, the servicing PSD/CSD/NOSC will mail a notification letter to the Service Member's spouse in accordance with MPM 1741-020 and NAVADMIN 012/07.

#### **Required Actions - CPPA**

- Ensure Member is aware of the importance of SGLI beneficiary designations and encourage them to review and update both their SGLI election and Dependency.
- Refer to MILPERSMAN 1741-020 and advise the Member to create/update SGLI via SGLI Online Enrollment System (SOES), which can be accessed via MilConnect (<https://www.dmdc.osd.mil/milconnect>).
- If the Member cannot use SOES, advise him/her to use SGLV 8286 pdf version. Submitted complete SGLV 8286 to PSD for OPMF record.
  - **NOTE:** Spousal notification letters are automatically generated through SOES, based on data available in DEERS. Should a Member use SGLV 8286 pdf version, the command must issue the spousal notification letter. A copy of this letter must be also submitted to OMPF.
- The command shall retain a signed SGLV on file for each assigned Member 90 days after transfer and 180 days after Separation/Fleet Reserve.

#### **Required Actions – PSD**

- Verify pay system entry to ensure deduction matches requested insurance coverage.
- E-submit SGLV 8286 and SGLV 8286A pdf version to OMPF when requested.
- Refer to the SGLI and FSGLI SOPs for PSD internal processes.

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## **SECTION 19 - Special Duty Assignment Pay (SDAP)**

### **References:**

- [DOD FMR, Volume 7A, Chapter 8](#)
- Navy DJMS PTG Part 1 Chapter 8
- [OPNAVINST 1160.6C \(SDAP\)](#)
- [NAVADMIN 239/17 \(SDAP\)](#) (updated annually)

**NOTE:** SDAP is paid to Enlisted Members (Officers are not eligible for SDAP) performing duties designated by the Secretary of the Navy considered to be extremely difficult to fill or involving an unusual degree of specialized responsibility. The amount of SDAP may not exceed the maximum rate prescribed.

### **Document(s) Required**

- Designation letter signed by the Commanding Officer
- NAVPERS 1070/613 showing Member's designated NEC
- Effective date and award level

### **Required Actions - CPPA**

- Verify eligibility against command's Activity Manpower Document (AMD) (OPNAV1000/2) and Enlisted Distribution Verification Report (EDVR).
- Forward required documents (Administrative Remarks/NAVPERS 1070/613 (PG13), and Designation letter signed by CO) to PSD upon receipt of new Members or due to changes based on command annual recertification list.
- Annually review eligibility on Aug 31st and payment authority for each Member receiving SDAP and forward certified copy of the EDVR to BUPERS.
- Verify if SDAP is corrected posted in MMPA (FID: 30)

### **Required Actions – PSD**

- Verify entitlement.
- Prepare SDAP document (NSIPS) and Electronic Service Record NAVPERS 1070/613 to initiate or reflect changes to SDAP.
- Verify if SDAP is corrected posted in MMPA (FID: 30)

## **SECTION 20 - Split Pay Option (SPO)**

### **References:**

- [Navy DJMS PTG, Part 4, Chapter 4](#)
- [NAVSUP Publication 727, Navy Cash Financial System SOP](#)
- [NAVSUP Publication 727, Navy Cash Financial System SOP, Chapter 8 - Disbursing](#)

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**Document(s) Required**

- Split Pay Option (SPO) Form is on page 8-219, NAVSUPPUB 727.

**Required Actions - CPPA**

- Split Pay Option (SPO) capability is authorized for Afloat units and not authorized for shore activities as it is designed for participants who want to receive a set dollar amount via Electronic Funds Transfer (EFT) each payday.
- Verify SPO for completeness and accuracy. Ensure Member has enough funds (net pay) for split pay.

**Required Actions – PSD**

- Verify SPO and process via DMO/NSIPS

**Embarked Personnel Procedures****Required Actions – CPPA**

- Advise Detachment/Embarked OIC/CPOIC of SPO Election. Forms must be submitted to the Parent PSD, servicing Pay Accounts for Embarked Members via the CPPA.

**Required Actions – Detachment/Embarked OIC/CPOIC**

- Ensure CPPA's to submit SOP forms in a timely manner.

**Required Actions – PSD**

- Liaise with the Detachment/Embarked OIC/CPOIC to receive and process all SPO Elections and other required transactions.
- Upon receipt of SPO form request, submit LG04 (to change the assigned UIC of the Member to the ship's UIC) ONLY for Members electing to participate in SPO.
- Once LG is posted, submit HM01 (SPO Start FID) to DFAS.
- Upon notification from Command CPPA that the Member(s) have returned from deployment/TAD, notify the PSD (Afloat) that the Member(s) have returned and LD02 Event is required.
- Submit a LG04 to change the Member's temporarily assigned UIC back to Member's Command UIC.
- Process LD01 transaction for SPO participants (only) for embarked detachments. The LD01 will be processed to change the servicing ADSN from the Parent PSD to the ADSN (Accounting & Disbursing Station Symbol Number) of the Detachment that will be temporarily servicing the Member's pay account.
- Upon notification from the CPPA that the Member(s) have returned from deployment /TAD, submit LD02 to change the ADSN back to the Parent PSD.

**NOTE:** It is the responsibility of the Parent PSD to make sure that LG04 (returned to Member actual UIC) is submitted upon Member's return from deployment/TAD. For embarked commands with PS

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support, coordinate with Parent PSD for procedures described above. ALL pay and personnel support MUST be coordinated/processed with Parent PSD.

## **SECTION 21 - State of Legal Residence Changes**

### **References:**

- DOD FMR, Volume 7A, Chapter 44
- Navy DJMS PTG, Part 7

### **Document(s) Required**

- Residence Certificate, State of Legal (DD Form 2058)
- Tax Exemption Test Certificate, State Income (DD Form 2058-1)

### **Required Actions - CPPA**

- Provide DD Form 2058 to Member upon request. Advise Member to verify changes are reflected on current LES.
- Ensure the form is complete/correct and forward to PSD.

### **Required Actions – PSD**

- Prepare appropriate NSIPS transaction and submit to DFAS.

## **SECTION 22 - Thrift Savings Plan (TSP)**

### **Reference(s)**

- TSP Website

**NOTE:** The Thrift Savings Plan (TSP) is a retirement savings and investment plan for Federal employees and members of the uniformed services, including the Ready Reserve. It offers the same types of savings and tax benefits that many private corporations offer their employees under 401(k) plans.

### **Document(s) Required**

- Election Form (TSP-U-1)
  - **NOTE:** This form is also used to stop and change amount of contributions to TSP when a Member cannot access his/her MyPay account.
- Additional forms and documents available via TSP website.

### **Required Actions - CPPA**

- Assist Member in establishing myPay account.
- If Member is unable to access myPay account, provide TSP-U-1 Form from TSP website.

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- Ensure the form is properly completed.
- Forward TSP-U-1 Form to PSD, with original signature via TOPS or encrypted email.

**Required Actions – PSD**

- Submit pay system entry to start, stop, change, or cancel a Member’s TSP contribution for submission to DFAS.

**SECTION 23 – Change of Citizenship**

**Reference(s)**

- MILPERSMAN 1070-220
- MILPERSMAN 5352-010
- BUPERSINST 1070.27C

**Document(s) Required**

- Photocopy of original U.S. Citizenship Naturalization Certificate
- Photocopies of other verification documents issued by the U.S. Citizenship and Immigration Services
  - **NOTE:** The U.S. Armed Forces are authorized to copy documents used for citizenship eligibility determinations, to include documents which state that it is “unlawful to reproduce” or “copying is not authorized.”

**Required Actions – Members**

- Provide U.S Citizenship Naturalization Certificate and its copy to CPPA.

**Required Actions - CPPA**

- Assist Service Member who changes their citizenship from another country to the United States.
- On all photocopies, write or type the statement “ORIGINAL DOCUMENT SIGHTED AND REPRODUCED FOR MILITARY RECORDS AND REFERENCE PURPOSES ONLY” in a conspicuous location, followed by the date, rank or grade, signature, and title of the verifying official. Original documents will be immediately returned to the member.
- Ensure all required documents are properly marked.
- Electronically submit all required documents to the Personnel Office via TOPS.
- Verify if the change of citizenship is correctly posted in NSIPS and LOPG. (Code: CD)

**Required Actions – PSD**

- Ensure citizenship changes are effected via Navy Standard Integrated Personnel System (NSIPS) event.

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- Electronically submit a photocopy of the naturalization or citizenship certificate to the OMPF via e-submission application procedures located on the NPC Web site at:  
<http://www.public.navy.mil/BUPERS-NPC/CAREER/RECORDSMANAGEMENT/Pages/eSubmiss.aspx>.

## **CHAPTER 2 - RECEIPTS (GAINS)**

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The purpose of the Receipts (Gains) section is to provide standard procedures, common to all CPPA and PSD to follow when a Member reports for duty at the permanent duty station.

### **Reference(s)**

- [DOD FMR, Volume 7A, Chapter 9](#)
- [Navy DJMS PTG](#)
- [JTR](#)
- [MILPERSMAN 1320-140 \(PCS Transfer Order Reporting\)](#)

### **Document(s) Required**

- [NPPSC Receipt Checklist \(NPPSC Form 1300/4\)](#)
- [Travel Voucher or Subvoucher \(DD Form 1351-2\)](#)
- [Travel Voucher or Subvoucher Continuation Sheet \(DD Form 1351-2C\)](#)
- [Direct Deposit Sign-Up Form \(SF 1199A\)](#)
- [Electronic Funds Transfer \(EFT Statement\)](#)
- [SGLI Election and Certificate \(SGLV 8286\)](#)
- [Family Coverage Election \(SGLI\) \(SGLV 8286A\)](#), if applicable

### **Required Actions – Members**

- Provide endorsed PCS order with all its modification(s).
- Review and update old NAVPERS 1070/602 to reflect updated address and dependency status. A Member can use pen to cross old address and hand-write new address. Initial next to each change.
- Review and update SGLI.
- Sign all applicable NAVPERS 1070/613s, such as BAH Statement of Understanding, and turn them to CPPA

### **Required Actions – CPPA**

- Using the NPPSC Receipt Checklist (NPPSC Form 1300/4) to assist a Member in completing receipt process.
- Verify a Member's NAVPERS 1070/602 and SGLI for their completion and accuracy.
- Verify and sign all applicable NAVPERS 1070/613s provided by a Member in witness sections.
- Check for the completeness and accuracy of the receipt package.

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- Create a gain Panel 1 transaction in NSIPS when possible.
- Submit the receipt package to PSD via TOPS.
- Refer to the Receipts SOP for a complete detail procedure.

#### **Required Actions – PSD**

- Refer to the [Receipts SOP](#) for PSD internal processes.

## **CHAPTER 3 - REENLISTMENT AND EXTENSIONS OF ENLISTMENTS**

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### **SECTION 1 - Reenlistment**

#### **References:**

- [Reenlistment SOP](#)
- [DOD FMR, Volume 7A, Chapter 9](#)
- [OPNAVINST 6110.1J \(PRT\)](#)
- [OPNAVINST 1160.8B \(SRB Program\)](#)
- [Current NAVADMIN \(SRB\)](#) (refer to current message)
- [Current NAVADMIN \(ESRP\)](#) (refer to current message)
- [CPPA Reenlistment Checklist \(NPPSC Form 1160/2\)](#)
- [MILPERSMAN 7220-340 \(Lump Sum Payment for Accrued Leave\)](#)
- [NPC Reenlistment](#) and [Career Information](#)

**NOTE 1:** The Member researching reenlistment availability options should begin the process no later than 15 months prior to their EAOS.

**NOTE 2:** Lump Sum Leave sell back must not exceed 60 days for the entire enlisted career. A Member and CPPA must verify his/her previous sell-back leave before submitting reenlistment request to PSD either in a Member's eLeave account or in MMPA (FID: BL).

#### **Document(s) Required**

- CO approved [NAVPERS 1336/3](#) or locally prepared Command Reenlistment Request form
- Career Waypoint Approval
- Incentive Program Approval
- NAVPERS 1070/613s
- NAVPERS 1070/601 (Reenlistment Contract)

#### **Required Actions - CPPA**

- Refer to the [CPPA Reenlistment Checklist \(NPPSC Form 1160/2\)](#)
- Follow the [Reenlistment SOP](#) for CPPA processes.

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- Verify if the reenlistment in MMPA and NSIPS.

#### **Required Actions – PSD**

- Follow the Reenlistment SOP for PSD internal processes.
- Verify if the reenlistment in MMPA and NSIPS.

### **SECTION 2 – Extensions of Enlistment**

#### **References:**

- DOD FMR, Volume 7A, Chapter 9
- OPNAVINST 6110.1J (PRT)
- OPNAVINST 1160.8B (SRB Program)
- Current NAVADMIN (SRB) (refer to current message)
- Current NAVADMIN (ESRP) (refer to current message)
- Extensions of Enlistment SOP
- MILPERSMAN 1160-040 (Extensions)
- MILPERSMAN 7220-340 (Lump Sum Payment for Accrued Leave)
- NPC Reenlistment and Career Information

#### **Document(s) Required**

- CO approved NAVPERS 1336/3 or locally prepared Command Request form
- NAVPERS 1070/621 or 1070/622 (Extension Contract)

**NOTE:** All current Extensions combined CANNOT extend a contract more than 24 months and a MAXIMUM of two extensions per contract is authorized (NAVADMIN 242/09).

#### **Conditional Extensions**

- Must be for a period of 23 months or less.
- May be executed upon approval regardless of remaining obligated service.
- Must have reason (e.g. “To await examination results”, “To meet Fleet Reserve Date”, “To match EAOS with PRD”, etc.)

**Unconditional Extensions** are no longer authorized (NAVADMIN 242/09 refers)

#### **Required Actions - CPPA**

- Follow the Extension SOP for CPPA processes.
- Verify if the extension in MMPA and NSIPS.

#### **Required Actions – PSD**

- Follow the Extensions of Enlistment SOP for PSD internal processes.

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- Verify if the extension in MMPA and NSIPS.

## **CHAPTER 4 - Release from Active Duty (RAD)**

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### **SECTION 1 - Separations**

Separation Authority can be based on various sources depending on the circumstances and nature of the separation and will apply to any of these situations:

- For Officers, the separation authority comes in the form of a set of orders issued by Naval Personnel Command (NPC) received through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) On Line (BOL), via Naval message, or received from Customer Command via TOPS.
- For Enlisted Retirements/Transfers to Fleet Reserve; separation authority is received via a Naval message from NPC, downloaded from BOL or received from CPPA via TOPS.
- National Call to Service (NCS)/New Accession Training (NAT) Programs: When processing Release from Active Duty (RAD) for Members enlisted in these programs, refer to MPM 1133-090 respectively regarding issuance of separation orders for transition off active duty.

#### **References:**

- [OPNAVINST 1900.2C \(TAMP\)](#)
- [BUPERSINST 1900.8E CH-1 \(Certificate of Release or Discharge From Active Duty\)](#)
- [MILPERSMAN 7220-340 \(Lump Sum Payment for Accrued Leave\)](#)
- [MILPERSMAN 1900-1999 \(Separation\)](#)
- [MILPERSMAN 1320-308 \(PCS Transfer Order Execution\)](#)
- [Separations SOP](#)
- [Enlisted Separation PERS-832 Website](#)
- [NPPSC 1900/2 \(NPPSC Separations Checklist\)](#)
- [NAVPERS 7041/1 \(PCS Travel\)](#)

#### **Required Actions - CPPA**

- Utilize NPPSC Separations Checklist to ensure all required documents are complete.
- Follow the Separations SOP.
  - NOTE 1: DD-214 is mandated to be completed electronically via Retirement and Separation process (RnS) in NSIPS. A Member and CPPA's must ensure all service record entries and awards are updated in NSIPS to ensure smooth and timely process. Paper DD-214s are generated where RnS is not available.
  - NOTE 2: Per BUPERSINST 1900.8E CH-1, DD-214 must be completed before a separating Member can go on leave.

#### **Required Actions – PSD**

- Follow the [Separations SOP](#) for PSD internal processes.

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## **SECTION 2 – Fleet Reserve and Retirement**

### **References:**

- MILPERSMAN 1800-1899 (Retirement)
- MILPERSMAN 1320-308 (PCS Transfer Order Execution)
- NAVPERS 7041/1 (PCS Travel)
- NPPSC 1800/1 (NPPSC Fleet Reserve/Retirement Checklist)

### **Required Actions - CPPA**

- Refer to the NPPSC Fleet Reserve/Retirement Checklist (NPPSC 1800/1).

### **Required Actions – PSD**

- Follow the NPPSC Fleet Reserves/Retirements SOP for PSD internal processes.

## **Section 3 – Blended Retirement System**

For those eligible to opt-into BRS, OSD BRS page has a DFAS video on how to opt-in via MyPay <http://militarypay.defense.gov/BlendedRetirement/>.

### **Reference(s)**

- NAVADMIN 133/17 (Notification of Availability of the Blended Retirement System Opt-In Comparison Calculator)
- NAVADMIN 217/16 (Announcement of the Blended Retirement System for the Uniformed Services)
- NAVADMIN 259/16 (Notification of Eligibility to Opt-In to the Blended Retirement System)
- PPIB 16-12 Update Email Address and Contact Information in NSIPS
- MILPERSMAN 1810-080 (Enrollment in the Blended Retirement System)
- MILPERSMAN 1810-081 (Continuation Pay for Members Enrolled in the Blended Retirement System)
- National Defense Authorization Act (NDAA) Sections 631-635
- NAVPERS 1070/613 (Administrative Remarks)
- Blended Retirement System PowerPoint

### **Required Actions - CPPA**

- Refer to the NPPSC Fleet Reserve/Retirement Checklist (NPPSC 1800/1).

### **Required Actions – PSD**

- Follow the NPPSC Fleet Reserves/Retirements SOP for PSD internal processes.

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## CHAPTER 5 - PCS TRANSFER

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- Directives (orders) may be received from Naval Personnel Command (NPC) via NSIPS; downloaded from BUPERS (BOL); Naval Message, or received from the Command Career Counselor, etc.
- Directives can also be generated locally on a Standard Transfer Order (STO) based on 24 local/broad authority for transfers to Transient Personnel Units (TPU) as in the case of Pregnancy, Medical Treatment, temporary duty for separation, etc.
- For the purpose of this handbook, the term "orders" applies to both NPC and locally generated NSIPS transfer directives.

### References:

- [Transfers SOP](#)
- [MILPERSMAN 1300 – 1399 \(Assignment and Distribution\)](#)
- [DOD Foreign Clearance Guide](#)
- [NPC Dependent Entry Approval Info](#)
- [OPNAVINST 4650.15 \(Navy Passenger Travel\)](#)
- [MILPERSMAN 1320-300 \(Types of Orders\)](#)
- [JTR](#)
- [OPNAVINST 1300.14D \(Suitability Screening for Overseas and Remote Duty Assignment\)](#)
- [NPPSCINST 4650.8 \(NPPSC Passenger Reservation Request\)](#)
- [MILPERSMAN 1320-308 - Permanent Change of Station \(PCS\) Transfer Order Execution](#)
- [NAVPERS 7041/1 – PCS Travel](#)
- [MILPERSMAN 1320-326 Personnel Support Functions for NATO Southern Region](#)

### Document(s) Required

- [NPPSC PCS Transfer Checklist \(NPPSC 1300/3\)](#)
- [Application for Transfer and Advances \(NPPSC 1300/1\)](#)
- [Report of Suitability for Overseas Assignment NAVPERS 1300/16](#)
- [DEERS Enrollment](#)
- [NPPSC 4650.8, Passenger Reservation Request](#)
- [DD Form 1056 - Authorization to APPLY for "No-Fee" Passport and/or Request for Visa](#)
- [Instructions to obtain an official no-fee passport \(MILPERSMAN 4650-020\)](#)
- [NATO Travel Order](#)
- [Advance Pay Certification/Authorization \(DD Form 2560\)](#)
- [Temporary Lodging Expense \(TLE\) Allowance Certification \(NPPSC 7220/2\)](#)
- [Application for Transfer and Advances \(NPPSC 1300/1\)](#)
- [NAVPERS 5520/6 \(Request for Security Access\)](#)
- [NAVPERS 1740/6 and 1740/7 \(Department of the Navy Family Care Plan Certificate and Arrangements\)](#), as applicable
- [DS-11 \(Application for Passport\)](#)

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- [DS-82](#) (Application for Passport: Renewals Only)

#### **Required Actions - CPPA**

- Closely follow the [NPPSC PCS Transfer Checklist \(NPPSC 1300/3\)](#)
- Comply with the [Transfers SOP](#)

#### **Required Actions – PSD**

- Follow the [Transfers SOP](#) for PSD internal processes.

### **CHAPTER 6 - Navy Enlisted Advancement**

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The purpose of the Navy Advancement section is to provide standard procedures, for all CPPAs and PSDs to follow during preparation and administration of U.S. Navy-wide advancement examinations (NWAE).

#### **References:**

- [Navy Enlisted Advancement Exam SOP](#)
- [OPNAVINST 3120.32W CH-1 \(Navy SORM\)](#)
- [OPNAVINST 6110.1J \(PRT\)](#)
- [BUPERSINST 1430.16G \(Advancement Manual\)](#)
- [BUPERSINST 1610.10D CH-1/CH-2 \(Navy Performance EVAL and Counseling System\)](#)
- [MILPERSMAN 1070-030 \(Creating the Officer Permanent Personnel Record\)](#)
- [MILPERSMAN 1430-010 \(Accelerated Advancement of Recruit Training, Class "A" School Graduates, and Ceremonial Guard\)](#)
- [MILPERSMAN 1510-030 \(Advanced Electronics Field, Advanced Technical Field, and Nuclear Field Programs\)](#)
- [MILPERSMAN 1160-100 \(Selective Training and Reenlistment \(STAR\) Program\)](#)

#### **Document(s) Required**

- [NPPSC 1300/3 \(NPPSC PCS Transfer Checklist\)](#)
- [Application for Transfer and Advances \(NPPSC 1300/1\)](#)
- [NAVPERS 1300/16 \(Report of Suitability for Overseas Assignment\)](#)
- [DEERS Enrollment](#)
- [NPPSC 4650.8 \(Passenger Reservation Request\)](#)
- [DD Form 1056 \(Authorization to APPLY for "No-Fee" Passport and/or Request for Visa\)](#)
- [MILPERSMAN 4650-020 \(Instructions to obtain an official no-fee passport\)](#)
- [NATO Travel Order](#)
- [Advance Pay Certification/Authorization \(DD Form 2560\)](#)
- [Temporary Lodging Expense \(TLE\) Allowance Certification \(NPPSC 7220/2\)](#)
- [NAVPERS 5520/6 \(Request for Security Access\)](#)

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- [NAVPERS 1740/6](#) and [1740/7](#) (Department of the Navy Family Care Plan Certificate and Arrangements), as applicable
- [DS-11](#) (Application for Passport)
- [DS-82](#) (Application for Passport: Renewals Only)

### **Section 1 - Navy-Wide Advancement Exam**

E-1 to E-2 and E-2 to E-3 advancements is automatic, unless the Command states otherwise, in writing.

Although examination results make an E-7 eligible for advancement, final advancement to E7 (as with E8/9) is determined by selection board action.

**NOTE:** Non-examination advancement programs include Accelerated Advancement Program (AAP), Advanced Electronics/Advanced Technical/Nuclear Field (AEF/ATF/NF) Programs, Selective Training and Reenlistment (STAR) Program, Meritorious Advancement Program (MAP), the Recruiter Excellence Incentive Program, etc. A complete listing of non-examination advancement programs is contained in BUPERSINST 1430.16 (Series). Refer also to NAVADMIN 114/14 Advancement Policy Update, NAVADMIN 089/16 Meritorious Advancement Program Update, NAVADMIN 141/15 Meritorious Advancement Program and NAVADMIN 079/17, FY-17 Meritorious Advancement Program (or current FY MAP NAVADMIN), as required.

### **Section 2 - Advancement Exam Lessons Learned**

- TIR listings were not submitted on time.
- Only the front page or back pages of evaluations were forwarded.
- Ships underway (during exam day): Notify PSD of TAD personnel who will be in-port to take the test. Forward examination and worksheet to servicing PSD and direct Member to report to servicing PSD.

**NOTE:** Missing evaluations is the most significant concern/issue preventing completion of worksheets on time.

### **Section 3 - Exam Discrepancies**

- Insufficient TIR: Candidate was not identified in the transmittal letter for “TIR waiver for EP candidate” or Member does not have sufficient TIR. Servicing Personnel Office/PSD must submit proper documentation to NETPDC to clear discrepancy.

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- Performance Mark Average Error: PMA block was not filled out or improperly filled out. Servicing Personnel Office/PSD must submit proper documentation to NETPDC to clear discrepancy.
- Wrong path of advancement example PRATE IS2/ERATE DC1. Conversion must be approved and completed in NSIPS prior to exam participation.

**Required Actions - CPPA**

- Follow the [Navy Enlisted Advancement Exam SOP](#)
- Provide Time in Rate (TIR) listing for eligible candidates.
- See [Navy Enlisted Advancement System](#) (NEAS) for TIR verification.
- Provide most current evaluation (if required in PMA computation).
- Administer examinations, where applicable.
- Administer late exam, where applicable.

**Required Actions – PSD**

- Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

**SECTION 4 - Accelerated Advancement of Recruit Training and Class “A” School Graduates**

**Document(s) Required**

- CO Approved [NAVPERS 1336/3](#)
- Administrative Remarks NAVPERS 1070/613 (PG13) authority
- Extension of Enlistment
- Proof of completed Petty Officer Indoctrination/Leadership training
- Proof of Security Clearance, if applicable

**Required Actions - CPPA**

- Forward CO approved Special Request/Authorization and other documents required, listed above.

**Required Actions – PSD**

- Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

**SECTION 5 - Advanced Electronics Field, Advanced Technical Field and Nuclear Fields Programs**

**Document(s) Required**

- CO Approved [NAVPERS 1336/3](#)
- DD 1966 and Annex (Contract) authority
- Extension of Enlistment

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- Verification of completed Petty Officer Indoctrination/Leadership
- Proof of Security Clearance, if required

**Required Actions - CPPA**

- Forward CO approved Special Request/Authorization and other documents required, listed above.

**Required Actions – PSD**

- Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

**SECTION 6 - Selective Training and Reenlistment (STAR) Program**

**Document(s) Required**

- Approved [NAVPERS 1336/3](#)
- Copy of STAR Approval Message

**Required Actions - CPPA**

- Forward CO approved Special Request/Authorization and other documents required, listed above.
- If Member has completed approved “C” school and has sufficient Time in Rate (TIR), Member is advanced upon Reenlistment.
- If Member has not completed “C” school or has insufficient TIR, CPPA must notify PSD upon completion of requirement.

**Required Actions – PSD**

- Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

**SECTION 7 - Meritorious Advancement Program (MAP)**

**Document(s) Required**

- Copy of Petty Officer Indoc Certificate
- Advancement Appointment Letter
- NAVPERS 1070/613

**Required Actions - CPPA**

- Submit Advancement Appointment Letter and NAVPERS 1070/613 to PSD for NSIPS entries. (Refer to BUPERINST 1430.16G Chapter 8 for the samples of letter and NAVPERS 1070/613.)
- Verify if the advancement posted correctly in MMPA and NSIPS.
- Counsel Member to get a new ID card.

**Required Actions – PSD**

- Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

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## **SECTION 8 - Officer Commissioning Programs**

### **Document(s) Required**

- Officer Appointment Acceptance and Oath of Office (NAVCRUIT 1000/4)
- [Newly Commissioned Officer Guide](#)

**NOTE:** The parent command of Member being commissioned must ensure all requirements and documents are submitted to PSD at least two weeks prior to administering the oath.

### **Required Actions - CPPA**

- Assist a Member during application process.
- Assist a Selectee in completing DD-214 with PSD.
- Counsel Member to get a new ID card.

## **CHAPTER 7 - PCS TRAVEL PROCESS**

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### **Reference(s)**

- [DOD FMR, Volume 9, Chapter 8](#)
- [JTR, Volume 1](#)
- [PPIB 1909](#) (AO signature for CPPA)
- [PCS Travel Entitlements Calculator](#)

### **Document(s) Required**

- [Traveler Checklist \(NPPSC 1300/2\)](#)
- [NPPSC PCS Transfer Checklist \(NPPSC 1300/3\)](#)

### **Required Actions – PSD**

- [PPIB 19-02](#) WINIATS System Access Procedures

## **SECTION 1 – Travel Claim Settlements**

### **Document(s) Required**

- NOTE: No page 2 as KSD to PSD.
- NOTE: Effective 1 April 2019, Dislocation Allowance (DLA) Statement (NPPSC 7720-1) and Traveler Checklist (NPPSC 1300/2) are no longer required to submit a travel claim to PSD or Travel Processing Center (TPC). All of the required information from the DLA form must be listed on the 1351-2. Block 5 marked DLA and/or Dependents and license plate numbers must be

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listed in Block 10d. CPPAs are highly encouraged to continue utilizing Traveler Checklist for the accuracy and completeness of the travel claim package.

- [APPOINTMENT/TERMINATION RECORD – AUTHORIZED SIGNATURE \(DD-577\)](#)
  - A Standardized Responsibility Statement, which you will use across the network, can be found in [Appendix F](#).
- Travel Voucher or Sub voucher (DD Form 1351-2 and 1351-2C when applicable), completed and signed by a Member and CPPA.
- EFT Information (SF 1199A) when applicable.
- All endorsed orders to include modifications when applicable.
  - NOTE: When there is an intermediate stop (TDY), endorsed orders must indicate the availability of lodging and meals. If the information is not available in the order, a Member must provide sufficient supporting documents for his/her entitlement of TDY per diem.
- Itemized lodging receipt(s) for intermediate stop(s) with zero balance.
- Temporary Lodging Expense (TLE) Allowance Certification (NPPSC 7220/2) if applicable.
- Itemized lodging receipt for TLE with zero balance.
- Miscellaneous expense receipt(s) (for expenses over \$75.00).
  - NOTE: Refer to the Joint Travel Regulation (JTR) Table 2-24 for a complete list of miscellaneous reimbursable expenses. Refer to JTR paragraph 020102 for a complete list of incidental expenses. Incidental expenses are not reimbursable.
- Flight itinerary if a Member selected air travel.
  - SATO is the primary authority and source for air travel. If a Member purchased commercial flight ticket(s), the Member must provide SATO authorization to do so.

#### **Required Actions - CPPA**

- CPPA will assist and verify completeness and forward travel claim package, by utilizing [Traveler Checklist \(NPPSC 1300/2\)](#), via TOPS to PSD travel section.
- Processing evacuation claim settlements, refer to [Appendix A11](#):
  - If the Dependency Applications/Record of Emergency Data (Pg. 2/DD93) have not been updated due to forced evacuation. Due to the circumstances, we have worked with OPNAV N130 on obtaining permission to utilize the attached letterhead as an intermediate Pg. 2 update for processing of Hurricane evacuation claims **ONLY**.
  - This letter should be filled out with all information and signed by the **Commanding Officer ONLY**. By Direction is not authorized. It should be attached with an official, most recent updated Pg. 2. This letter will accompany the travel claim and other supporting documentation in its submission for processing.
  - If a Sailor has a correct, up-to-date NAVPERS 1070/602 (Page 2), the letter is not required.

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- **IMPORTANT CHANGE:** Effectively immediately, CPPA shall sign in block 21 of DD Form 1351-2 as the Approving Official. DD-577 for the Approving Official must be included in the travel claim package.
- DD 577, Block 7 must contain **Standardized Responsibility Statement**, which you will use across the network, can be found in **Appendix F**.

**Required Actions – PSD**

- Travel Section will verify completeness, accuracy and compute/settle the travel claim if equipped to process the claim. Otherwise, forward complete package via TOPS for processing at Travel Processing Centers (Jacksonville, FL or Millington, TN).
- Follow the Travel SOP for PSD internal processes.

**SECTION 2 - PCS Travel Advances**

**References:**

- Travel Advance SOP

**Document(s) Required**

- Approved Transfer Information Sheet (TIS) (NPPSC 1300-1)
- All forms pertaining types of travel advances. Refer to approved TIS for member’s specific request(s).
- PCS order.

**Required Actions – Members**

- Turn in approved Transfer Information Sheet (TIS) (NPPSC 1300-1) to CPPA
- Turn in applicable substantial documents for types of travel advance request to CPPA.

**Required Actions – CPPA**

- Utilize PCS Transfer Checklist to verify whether all documents provided are correct and adequate.
- Submit the advance travel package to PSD or Travel Processing Center (TPC).
  - NOTE 1: Advance payments will not be made earlier than 10 days prior to detach date.
  - NOTE 2: Indicate “ADV” before the Member’s name when initiating the TOPS request.

**Required Actions – PSD**

- Travel Section will verify completeness, accuracy, and if capable, process the advance request for payment. Otherwise, forward the package thru TOPS for processing.
- Follow the Travel Advance SOP for PSD internal processes.

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## CHAPTER 8 - LEGAL PROCESSING

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### References:

- [BUPERSINST 1430.16G \(Advancement Manual\)](#)
- [Navy DJMS PTG](#)
- [DOD FMR, Volume 7A, Chapter 48](#)
- [JAG 5800.7F CH-1 \(Manual of the Judge Advocate General \(JAGMAN\) \)](#)
- [MILPERSMAN 1070-300, 1070-310, 1070-320, 1600-010, 1600-020, 1600-030, 1600-040, 1600-050, 1600-060, 1600-070, 1626-020, 1616-010](#)
- [CPPA Task - Support Legal Processes](#)

### Document(s) Required

- [NAVPERS 1070/606 \(Record of Unauthorized Absence\)](#)
- [NAVPERS 1070/607 \(Court Memorandum\)](#)
- [NAVPERS 1070/613 \(Administrative Remarks\)](#)
- [NAVPERS 1626/7 \(Report and Disposition of Offense\(s\)\)](#)
- [DD Form 553 \(Declaration of Deserter\)](#)
- [DD Form 616 \(Report of Return of Absentee\)](#)

### Required Actions – CPPA

- Submit daily muster reports to PSD via TOPS if command reports member in a UA/Deserter status. Construct a memo to record Unauthorized Absence(s), send to PSD along with muster report.
- If Member is UA less than 24 hours: UA is reported on a NAVPERS 1070/613. CPPA should submit a copy to PSD for ESR verification and submission to OMPF.
- If Member is UA for more than 24 hours: CPPA generates memo to initiate NAVPERS 1070/606 by PSD. After 5 days of absence, CPPA submits memo to PSD to stop pay and allowances. Upon return of Member, CPPA advises Member to re-start all allotments, especially dental insurance, as appropriate. If Absence is determined unavoidable, days absent will be charged as leave through E-Leave reflecting dates of absence.
- If the Member is UA for more than 30 days: CPPA to submit DD 553 to NACIC, Deserter message and copy PSD for processing of NAVPERS 1070/606. Upon Members return or surrender from Unauthorized Absence (UA): CPPA MUST submit a closed out NAVPERS 1070/606 reflecting entire period of UA, to PSD for processing.
- When Member is apprehended or surrendered from Deserter Status: CPPA will send out DD 616 to NACIC, Return to Military Control (RMC) Message. Copy PSD and include memo as to any punishment(s) awarded by Command. Submit completed NAVPERS 1626/7 and NAVPERS 1070/613 recording Commanding Officer's NJP results.

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- CPPA ensures NAVPERS 1070/607 (Court Memorandum) is completed if applicable, forward to PSD for processing. Inform PSD via memo as to punishment awarded by command for UA and submit court martial documents.
- If Member is awarded forfeiture of pay or punishment of more than 30 days of military Brig confinement: submit memo to transfer Member to nearest TPU.
- If Service Member is incarcerated by civilian authority: submit PCSTO to transfer Member to nearest TPU where member is confined. For E-6 to E-9, report incident to Pers 832. If Commissioned Officer, report incident to Pers 834.

**NOTE:** If there is no reduction in rate (RIR) or forfeiture of pay (FOP) then only an NAVPERS 1070/613 is required.

### **Required Actions – PSD**

- Verify Muster Report daily. If no UA is reported, it will be marked completed. State in the Remarks block as “Muster Report verified. (Clerk’s initials).”
- If a Member is UA less than 24 hours: make permanent NAVPERS 1070/613 entry, verify and e-Sub.
- If Member is UA for more than 24 hours: create NAVPERS 1070/606 in NSIPS, after 5 days of UA submit UA FID to stop pay.
- If Member is UA for more than 24 hours, less than 29 days: Update and close NAVPERS 1070/606 and submit US FID to re-start pay. CPPA and Member is advised to re-start all allotments, especially dental insurance. Verify positing of Lost Time in LOPG and MMPA, if absence is not excused. Submit Good Conduct Award (GCA) re-start date. If absence is excused, submit SB03 to charge as annual leave.
- After 30 days of UA: start NAVPERS 1070/606 Declared Deserter and created UA FID for Deserter.
- If Deserter is returned: NACIC reflects Member at parent command and ACC: 100. Modify NAVPERS 1070/606 to reflect returned to duty and full unauthorized days charged, submit GCA re-start date (date following return from latest UA) Electronic submission (Esub) NAVPERS 1070/606 to OMPF upon completion.
- If Member awarded CO’s NJP: create NAVPERS 1070/607 to OMPF, re-start GCA on date following latest offense (not date of NJP or Court Martial).
- If Member Awarded Court Martial: create NAVPERS 1070/607, submit GCA restart date for date following latest offense. Esub NAVPERS 1070/607 to OMPF.
- If CO’s NJP or Court Martial does not affect pay: Create permanent NAVPERS 1070/613 and esub to OMPF. Re-start GCA date appropriately.
- If Member to be transferred to TPU due to civilian incarceration, Transfers and Receipts section will process orders.

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**NOTE:** Refer to Regional Legal Service Office (RLSO) or Naval Legal Service Office (NLSO) for all legal advice.

### **Lessons Learned**

- Incorrect Forfeiture of Pay (FOP). (Whether or not the Reduction in Rate (RIR) is suspended, use the lowest pay grade to determine the maximum amount the CO can take from the Member).
- Incorrect RIR. (CO can only reduce Member down one pay grade. When Member is frocked, use the current rank for RIR).
- Incorrect Dates on NAVPERS 1070/607, Block 7 (Date of Action) and Block 15 (TIR).
- Blank Court Memorandum, NAVPERS 1070/607, Block 42, Synopsis block.

## **CHAPTER 9 - SAAR REQUIREMENTS FOR CPPA WEBSITES AND ACCOUNT RESTORATION**

There is a new streamlined System Authorization Access Request form requirements and process for TOPS, Naval Standard Integrated Personnel System (NSIPS) and Master Military Pay Account (MMPA) access that CPPAs need in order to carry out their daily admin responsibilities and functions. This new process, which allows CPPAs to submit only one SAAR form for access to the TOPS and NSIPS systems, significantly reducing excessive administrative burdens.

Currently CPPA TOPS accounts are suspended after 30 days of inactivity and deleted after 60 days of inactivity. The permanent fix requires policy relief from the U.S. Cyber Command, which we are working. Shorter term, we have a workaround in place the CPPA simply needs to notify MNCC or the servicing PSD that they need to place their accounts in a hold state and upon return it is an automatic restoral no suspension, deletion or need for SAAR forms to restore. A simple phone call or email will do it. Leave out the specifics, just say Place it in hold and Restore.

### **[SAAR Streamlined](#)**

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## Appendix A-1

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### CPPA Designation Letters

#### \*Command Letterhead

From: Commanding Officer, [COMMAND NAME]

To: [CPPA rank/rate/title, first, MI, last name]

Subj: DESIGNATION AS COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA)

Ref: (a) OPNAVINST 5200.45

(b) MILPERSMAN 1000-021

1. You are hereby designated as Command Pay and Personnel Administrator (CPPA) for COMMAND NAME (UIC XXXXX). You should familiarize yourself with reference (a) and (b) to prepare you for your duties.
2. You are being placed in a position of trust, with access to the personnel records, data, and documents pertaining to command personnel. In this assignment, you are accountable for compliance with privacy protection requirements associated with the collection, use, dissemination, and maintenance of Personally Identifiable Information (PII). At all times, you must protect PII and prevent unauthorized access or loss.
3. Specific duties and responsibilities include:
  - a. Completion of annual PII training and familiarity with the practices and procedures required by the DON Privacy Act Program.
  - b. Serve as the primary customer service link between command personnel and the servicing personnel support detachment (PSD) or functional support center (FSC), including receipt, examination, and timely transmission of documents and information between command members and the PSD or FSC.
  - c. Escalate issues to appropriate leadership levels of the command and or PSD or FSC should problems occur that you cannot resolve.
4. Remember, this position of trust requires your active and vigilant protection of personal information. If, for any reason, you are unable to perform your assigned CPPA duties, you are required to immediately inform your chain of command.
5. Annual verification is required IAW ref (b), with copy provided to PERSUPPDET or CSD.

[COMMANDING OFFICER'S SIGNATURE]

Copy to:

Supporting PERSUPP DET or CSD (w/PII and Records Management Training Certificates)

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**Appendix A-1 (Continued)**

**CPPA Notification Letter**

**\*Command Letterhead**

From: Commanding Officer, (Command Name)  
To: Director/Officer in Charge, (PSD/CSD)

Subj: COMMAND PAY AND PERSONNEL ADMINISTRATOR (CPPA) NOTIFICATION

Ref: (a) OPNAVINST 5200.45  
(b) MILPERSMAN 1000-021

1. Per references (a) and (b), the following information is provided for the command's CPPA:

a. Primary CPPA:

- (1) Contact Phone:
  - (a) Comm:
  - (b) DSN: (if applicable)
- (2) Official Email address:
- (3) *(For military Personnel)*:
  - (a) PRD:
  - (b) EAOS
  - (For civilian contractor):* Projected contract end date
  - (For civilian GS employee disregard this item (3))*
- (4) Sample signature:  
\_\_\_\_\_

b. Secondary CPPA: *(If more than one secondary CPPA, add additional personnel info below as needed)*

- (1) Contact Phone:
  - (a) Comm:
  - (b) DSN: (if applicable)
- (2) Official Email address:
- (3) *(For military Personnel)*:
  - (a) PRD:
  - (b) EAOS:
  - (For civilian contractor):* Projected contract end date
  - (For civilian GS employee disregard this item (3))*
- (4) Sample signature:  
\_\_\_\_\_

**SIGNATURE OF CO**

**Copy to:**  
**Designated CPPA(s)**

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## Appendix A-2

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### Statements of Understanding for BAH Entitlement Administrative Remarks NAVPERS 1070/613 (PG13)

With the implementation of RED/DA, change in pay entitlements have been delayed due to different processes across the enterprise.

Effective 4 May 2018, any RED/DA update with a BAH pay change should include the BAH Pg. 13 as an attachment. Upon receiving the attached supporting documents, the pay entitlement will be changed with the approval of the RED/DA.

For service members not submitting BAH Pg. 13's as a supporting document, but the RED/DA application results in a pay change, the RED/DA application should still be processed, but the Command Pay and Personnel Administrator (CPPA) should open a TOPS transaction for the pay entitlement.

By utilizing this process, there will be fewer delays in the service member entitlements and result in fewer overpayments/underpayments.

This will be effective 4 May 18 to ensure that PSD's and commands have an opportunity to brief their Sailor on the changes.

**BOTTOM LINE:** BAH PG 13's should be included as a supporting document for RED/DA involving BAH entitlement changes.

For Basic Allowance for Housing (BAH) election statement/statement of understanding Page 13. Refer to:

<https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC%20InstructionsChecklists/BAH%20PG%2013.pdf>

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**Appendix A-3**

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**Request to Start/Stop HFP/CZTE Letter**

**\*Command Letterhead**

From: Commanding Officer, USS UNDERWAY (DDG 00)

To: Officer in Charge, PSD XXXX

Subj: HOSTILE FIRE PAY/COMBAT ZONE EXCLUSION

Ref: (a) DOD FMR Volume 7A, Chapter 10

1. Per reference (a), request start/stop Hazardous Duty Pay/Combat Zone Tax Exclusion for the attached list of personnel effective DD MMM YY.

2. Any further information regarding this matter may be addressed to \_\_\_\_\_, via email.

SIGNATURE

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**VBSS Request Letter**

**\*Command Letterhead**

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, PSD XXXX

Subj: HAZARDOUS DUTY INCENTIVE PAY (HDIP) FOR VISIT, BOARD, SEARCH,  
AND SEIZURE (VBSS)

Ref: (1) CNO MEMO 3 Nov 03

Encl: (1) VBSS HDIP List

1. Per reference (a), all personnel in enclosure (1) are entitled for VBSS HDIP for the month of \_\_\_\_\_, 201X.

SIGNATURE

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**FDHDIP Request Letter**

**\*Command Letterhead**

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, PSD XXXX

Subj: SUBMISSION OF PERSONNEL AUTHORIZED TO RECEIVE FLIGHT DECK HAZARDOUS  
DUTY PAY FOR \_\_\_\_\_(MONTH), \_\_\_\_\_ (YEAR)

Encl: (1) Command Members authorized to receive Flight Deck Hazardous  
Duty Pay

1. Credit Flight Deck Hazardous Duty Pay for the listed personnel from \_\_\_\_\_to \_\_\_\_\_.

SIGNATURE

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**RATSSEP Request Letter**

**\*Command Letterhead**

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, PSD XXXX

Subj: AUTHORIZATION FOR SEPARATE RATIONS (SEPRATS)

Ref: (1) USS UNDERWAY (LPD 00), ltr 1000 Ser 08/89 of 5 Jan 10

1. In response to reference (a), USS NEVERSAIL is authorized to grant enlisted personnel SEPRATS. This Authorization is effective 01(Month)201X to 30(Month)201X.

2. USS NEVERSAIL will provide two Culinary Specialists and two Food Service Attendants (one each per watch section) throughout the period of messing support at Naval Base Galley (at homeport). Hot meals will be prepared to support ship's duty sections and restricted personnel, if any, and will be transported to the ship via designated personnel. Additional Culinary Specialists will be required if actual number of personnel subsisting exceeds 25.

3. Questions concerning this authorization may be directed to the Food Service Officer, NAME at PHONE.

SIGNATURE

Copy to:

NAVBASE Food Service Officer (FSO)

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**Appendix A-7**

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**Sea Duty Counter  
Administrative Remarks NAVPERS 1070/613 (PG13)**

Ship or Station: USS UNDERWAY (DD XXX)

\_\_\_\_\_: Sea Duty Counter this date. Total cumulative sea time is determined to be \_\_\_\_\_ days.

\_\_\_\_\_  
Witness Signature/Date (BYDIR)

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## Appendix A-8

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### **Servicemembers' Group Life Insurance Election and Certificate (SGLV - 8286)**

The Navy announced the launch of online SGLI enrollment in NAVADMIN 085/17 in April 2017, as part of a Department of Defense and Veterans Administration joint effort, to allow active duty and eligible reserve and National Guard members to review their group and family coverage online. SOES is the online replacement for the paper form SGLI Election and Certificate, SGLV 8286. The new system eliminates unclear designations and missing or incomplete forms -- problems identified with the paper-based system -- and ensures all insurance holders receive the latest information about changes affecting their coverage.

The goal is for all Navy members to provide beneficiary name(s), share(s) of proceeds and certify their record with a digital signature by April 2018.

While the SOES enables active duty and eligible reserve members to manage their group and family coverage online, there are some Sailors who shouldn't use the system. Sailors who already have a testamentary trust or a testamentary custodial account created by a Regional Legal Service Office (RLSO) attorney should not use SOES to update their SGLI designations. Sailors with a testamentary trust or a testamentary custodial account who have registered with SOES should see their RLSO to reinstate their trust and/or account. Sailors interested in creating a testamentary trust or a testamentary custodial account should also see their RLSO and not use the SOES.

Here's how to input beneficiary information in SOES:

1. Visit [www.dmdc.osd.mil/milconnect](http://www.dmdc.osd.mil/milconnect).
2. Sign into milConnect on this page with your Common Access Card (CAC). The green button is located in the upper right corner.
3. After signing in, you will be sent back to the milConnect front page. The menu bar will now display multiple options, one of which is 'BENEFITS.'
4. Click on the 'BENEFITS' drop-down menu and click on 'LIFE INSURANCE (SOES-SGLI Online Enrollment System).'
5. On the following page, scroll down to the blue continue button and click it (you may have to do so twice).
6. The following page provides you with your current Defense Eligibility Enrollment System (DEERS) information that must be verified. When finished reviewing, click continue.
7. The following page is where you can make your beneficiary selections. If this is your first time logging in, you will not see any beneficiary information listed. This does not mean you are not covered. You remain covered if you have previously filled out and signed an SGLI paper form. Please input your beneficiary selections into SOES.

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8. After making your selections, click on the 'YOUR COVERAGE' tab and select the blue 'CONFIRM AND CERTIFY' button in the bottom right.
9. The next screen will ask you to make some legal declarations. Review and check the appropriate boxes and click 'CONTINUE.'
10. You will be asked if you want to print a preview of the document. This is an uncertified copy for review. A certified copy is available at the end of the process. Click to continue.
11. Next, you will be asked for an electronic signature. Provide your full name and email address and click to continue.
12. The system will provide you an effective date for your SGLI election.
13. Print or email your certified document by navigating to the "Print/Save Certificate" tab.

For more information, take the online training course available at:

[www.benefits.va.gov/INSURANCE/training/SOES/SOES.htm](http://www.benefits.va.gov/INSURANCE/training/SOES/SOES.htm)

More information about SGLI can be found at the following links:

[www.npc.navy.mil/support/casualty/fsgli/Pages/default.aspx](http://www.npc.navy.mil/support/casualty/fsgli/Pages/default.aspx).

<http://www.public.navy.mil/bupers-npc/reference/messages/Documents/NAVADMINS/NAV2017/NAV17085.txt>

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**Command Responsibility Pay**

**\*Command Letterhead**

From: Commanding Officer, USS NEVERSAIL (MCM 00)

To: Officer in Charge, PSD XXXX

Subj: COMMAND RESPONSIBILITY PAY

1. As of (date), (RANK/FULL NAME), XXXX (SSN/Last 4), relieves (RANK/FULL NAME) of previous CO, XXXX (SSN/last 4), as CO of USS XXXXXXXXX.
2. Request stop Command Responsibility Pay for detaching CO as of: (DDMMMYY).
3. Request start Command Responsibility Pay for reporting CO as of: (DDMMMYY).
4. For questions or concerns, please contact (Name/Phone/email).

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Authorized Signature

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30-Day Letter

5000  
Ser N00/454  
26 Nov 18

**From:** Commanding Officer, Navy Pay and Personnel Support Center  
**To:** Officers in Charge and Directors, Personnel Support Detachment

**Subj:** 30 DAY LATE LETTER FOR PAY AND PERSONNEL TRANSACTIONS  
CANCELLATION

**Ref:** (a) CO, NPPSC ltr 5000 Ser 00/434 of 25 Oct 17

1. Reference (a), which requires Command Pay and Personnel Administrators (CPPAs) to include a 30-day late letter with untimely submissions, is cancelled.
2. While late letters are no longer required, you should take every opportunity to remind Commanding Officers and CPPAs that swift and accurate execution of Sailor pay and personnel actions depends on timely and complete command input.
3. Your point of contact for this matter is CW05 Kevin Powers: (901) 874-4517, [kevin.a.powersl@navy.mil](mailto:kevin.a.powersl@navy.mil).

  
JOHN W. POPHAM

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Hurricane Letter

\*Command Letterhead

1000  
Ser 00/

From: Commanding Officer, (**Command**)  
To: Commanding Officer, Navy Pay and Personnel Support Center  
Subj: HURRICANE (**Name of Hurricane**) EVACUATION CLAIM SETTLEMENT -  
DEPENDENT ADDRESS VERIFICATION  
Encl: (1) NAVPERS 1070/602/RED DA

1. This letter is to certify that (**Sailor's Name**) dependent(s) resided in the evacuation area at (**Insert Full Mailing Address, City, State, Zip**) prior to issuance of the authorization to evacuate. However, (**Sailor's Name**) had not updated his/her NAVPERS 1070/602 prior to the evacuation incident. The NAVPERS 1070/602 was not updated due to (**Explain Reasoning**). Encl (1) provides the last updated NAVPERS 1070/602.
2. My point of contact for this matter is **XXXX** who can be reached at **First.Last@navy.mil** or **(901) 874-XXXX**.

**F. M. LAST**

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**Request for Name Change**

**XX APR 18**

From: HM1 **XXXXX X. XXXXXX**, USN  
To: Commanding Officer, Space and Naval Warfare Systems Center Atlantic  
New Orleans Office, 2251 Lakeshore Drive, Building 3, Attn: CDM  
New Orleans, LA 70122-3533  
Via: Commanding Officer, **YOUR COMMAND**

Subj: REQUEST FOR NAME CHANGE

Ref: (a) MILPERSMAN 1000-130

Encl: (1) Copy of Social Security Card

1. I respectfully request my name be changed from **XXXXX XXXXX XXXXXX** to **XXXXX XXXXX XXXXXXXX**. Enclosure (1) is submitted per reference (a) as supporting documentation.
2. Your assistance will be greatly appreciated.

Respectfully,

**XXXXX X. XXXXXX**

**See next page...**

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## COMMAND LETTERHEAD

1000  
Ser XXXXX  
XX APR 18

FIRST ENDORSEMENT on Request for Name Change ICO HM1 XXXXX X. XXXXXX, USN,  
ltr of **XX Apr 18**

From: Commanding Officer, **YOUR COMMAND**

To: Commanding Officer, Space and Naval Warfare Systems Center Atlantic  
New Orleans Office, 2251 Lakeshore Drive, Building 3, Attn: CDM  
New Orleans, LA 70122-3533

Subj: REQUEST FOR NAME CHANGE

1. Forwarded, recommending approval. HM1 XXXXX's Social Security Card has been verified.
2. Our command POC is XXXXXXXXXXXX, Email: XXXXXXXXXXXX Tel: XXXXXXXXXXXX

A. B. SEAMAN

Copy to:  
HM1 XXXXX

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## **Appendix B**

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### **CPPA Checklists Links**

NPPSC Forms link:

<http://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx>

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## Appendix C

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### SOP Forms

URL` Description

URL	Description
<a href="#">DD 93</a>	Record of Emergency Data
<a href="#">DD1056</a>	Authorization to Apply for "No-Fee" Passport and/or Request for Visa
<a href="#">DD1131</a>	Cash Collection Voucher
<a href="#">DD1172-2</a>	Application for Department of Defense Common Access Card - DEERS Enrollment
<a href="#">DD1351-2</a>	Travel Voucher or Sub voucher
<a href="#">DD1351-2C</a>	Travel Voucher or Sub voucher (Continuation Sheet)
<a href="#">DD137-3</a>	Dependency Statement - Parent
<a href="#">DD137-3</a>	Dependency Statement - Parent
<a href="#">DD137-5</a>	Dependency Statement - Incapacitated Child Over Age 21
<a href="#">DD137-6</a>	Dependency Statement - Full Time Student 21 - 22 Years Of Age
<a href="#">DD137-7</a>	Dependency Statement - Ward of a Court
<a href="#">DD139</a>	Pay Adjustment Authorization
<a href="#">DD1561</a>	Statement to Substantiate Payment of Family Separation Allowance (FSA)
<a href="#">DD2058</a>	State of Legal Residence Certificate
<a href="#">DD2058-1</a>	Tax Exemption Test Certificate, State Income
<a href="#">DD214</a>	Certificate of Release or Discharge from Active Duty
<a href="#">DD214WS</a>	Certificate of Release or Discharge from Active Duty (Worksheet)
<a href="#">DD215</a>	Correction to DD Form 214 , Certificate of Release or Discharge from Active Duty
<a href="#">DD2278</a>	Application for Do It Yourself Move and Counseling Checklist
<a href="#">DD2367</a>	Individual Overseas Housing Allowance (OHA) Report
<a href="#">DD2481</a>	Request for Recovery of Debt Due the United States by Salary Offset
<a href="#">DD2556</a>	Move-In Housing Allowance Claim
<a href="#">DD2560</a>	Advance Pay Certification/Authorization
<a href="#">DD2586</a>	Verification of Military Experience and Training

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<a href="#">DD2648</a>	Pre-Separation Counseling Checklist For Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR) Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members
<a href="#">DD2656</a>	Data for Payment of Retired Personnel
<a href="#">DD2656-1</a>	Survivor Benefit Plan (SBP) Election Statement for Former Spouse Coverage
<a href="#">DD2656-10</a>	Survivor Benefit Plan (SBP) / Reserve Component (RC) SBP Request for Deemed Election
<a href="#">DD2656-2</a>	Survivor Benefit Plan (SBP) Termination Request
<a href="#">DD2656-5</a>	Reserve Component Survivor Benefit Plan (RCSBP) Election Certificate
<a href="#">DD2656-7</a>	Verification for Survivor Annuity
<a href="#">DD2656-8</a>	Survivor Benefit Plan (SBP) Automatic Coverage Fact Sheet
<a href="#">DD2657</a>	Daily Statement of Accountability
<a href="#">DD2659</a>	Voucher Control Log
<a href="#">DD2697</a>	Report of Medical Assessment
<a href="#">DD2789</a>	Waiver/Remission of Indebtedness Application
<a href="#">DD2792-1</a>	Special Education/Early Intervention Summary
<a href="#">DD2796</a>	Post-Deployment Health Assessment (PDHA)
<a href="#">DD2808</a>	Report of Medical Examination
<a href="#">DD2900</a>	Post-Deployment Health Re-Assessment (PDHRA)
<a href="#">DD2963</a>	Service Treatment Record (STR) Certification Deleted from SOP: changes to the separations SOP due to the new processing of STRs
<a href="#">DD577</a>	Appointment/Termination Record - Authorized Signature
<a href="#">DD884</a>	Application For Transportation of Dependents
<a href="#">DD93</a>	Record of Emergency Data
<a href="#">DS11</a>	Application for U.S. Passport
<a href="#">Memorandum</a>	Memorandum Spouse Licensure Reimbursement Request
<a href="#">NAVCOMPT 3065</a>	Leave Request/Authorization
<a href="#">NAVMED 1300/1</a>	Medical, Dental and Educational Suitability Screening for Service and Family Members
<a href="#">NAVMED 1300/10</a>	Individual Augmentee (IA) And Support Assignments To Overseas Contingency Operations (OCO) Specific Requirements For West Pacific & Okinawa (With Extended Field Exposure) Area Of Responsibility (AOR)

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<a href="#">NAVMED 1300/11</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for United Nations Missions Area of Responsibility (AOR)
<a href="#">NAVMED 1300/13</a>	Redeployment/Demobilization Medical and Dental Screening for Individual Augmentee (IA) Returning from Overseas Contingency Operations Support Assignments (OSA)
<a href="#">NAVMED 1300/2</a>	Medical, Dental and Educational Suitability Screening Checklist and Worksheet
<a href="#">NAVMED 1300/3</a>	Medical Assignment Screening
<a href="#">NAVMED 1300/4</a>	Expeditionary Medical and Dental Screening for Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO)
<a href="#">NAVMED 1300/5</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Pacific Command (PACOM) Area of Responsibility (AOR)
<a href="#">NAVMED 1300/6</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Korean Peninsula Area of Responsibility (AOR)
<a href="#">NAVMED 1300/7</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for European Command (EUCOM) Area of Responsibility (AOR)
<a href="#">NAVMED 1300/8</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Africa Command (AFRICOM) Area of Responsibility (AOR)
<a href="#">NAVMED 1300/9</a>	Individual Augmentee (IA) and Support Assignments to Overseas Contingency Operations (OCO) Specific Requirements for Joint Task Force (JTF) Guantanamo Bay (GTMO) Area of Responsibility (AOR)
<a href="#">NAVMED 6100/5</a>	Abbreviated Medical Evaluation Board Report
<a href="#">NAVMED 6100/6</a>	Return of a Patient to Medically Unrestricted Duty from Limited Duty
<a href="#">NAVPERS 1070/601</a>	Immediate Reenlistment Agreement
<a href="#">NAVPERS 1070/613</a>	Administrative Remarks
<a href="#">NAVPERS 1070/621</a>	Agreement to Extend Enlistment
<a href="#">NAVPERS 1070/622</a>	Agreement to Recall or Extend Active Duty
<a href="#">NAVPERS 1070/887</a>	Sex Offense Accountability Record (SOAR)
<a href="#">NAVPERS 1300/16</a>	Report of Suitability for Overseas Assignment
<a href="#">NAVPERS 1300/18</a>	New Construction Screening Form

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<a href="#">NAVPERS 1300/21</a>	Medical Suitability Certification
<a href="#">NAVPERS 1300/22</a>	Expeditionary Screening Checklist
<a href="#">NAVPERS 1300/23</a>	Redeployment and Demobilization Administrative Screening Checklist
<a href="#">NAVPERS 1300/26</a>	Coastal Riverine Screening
<a href="#">NAVPERS 1300/27</a>	Personnel Reliability Program (PRP) Suitability Preliminary Screening
<a href="#">NAVPERS 1301/85</a>	Officer Personnel Action Request
<a href="#">NAVPERS 1306/7</a>	Electronic Personnel Action Request
<a href="#">NAVPERS 1306/92</a>	Special Program Screening Form
<a href="#">NAVPERS 1306/93</a>	Recruiting Duty Screening
<a href="#">NAVPERS 1306/94</a>	Littoral Combat Ship (LCS) Screening Form
<a href="#">NAVPERS 1306/97</a>	Reserve Affiliation Screening Checklist and Contact Information Sheet
<a href="#">NAVPERS 1336/3</a>	Special Request/Authorization
<a href="#">NAVPERS 1430/32</a>	Certificate of Appointment (E7-E9) USN
<a href="#">NAVPERS 1430/33</a>	Certificate of Appointment (E7-E9) USNR
<a href="#">NAVPERS 1430/7</a>	Certificate of Appointment (E4-E6) USN
<a href="#">NAVPERS 1430/8</a>	Certificate of Appointment (E4-E6) USNR
<a href="#">NAVPERS 1626/7</a>	Report and Disposition of Offense(s)
<a href="#">NAVPERS 1740/6</a>	Department of the Navy Family Care Plan Certificate
<a href="#">NAVPERS 1740/7</a>	Family Care Plan Arrangements
<a href="#">NAVPERS 5000/64</a>	Records Transmittal
<a href="#">NAVPERS 6110/3</a>	Physical Activity Risk Factor Questionnaire (PARFQ)
<a href="#">NAVPERS 7041/1</a>	PCS Travel
<a href="#">NETPDTC 1430/3</a>	Advancement in Rate or Change of Rating Worksheet
<a href="#">NPPSC 1160/1</a>	Command Career Request
<a href="#">NPPSC 1160/2</a>	CPPA Reenlistment Checklist
<a href="#">NPPSC 1300/1</a>	Application for Transfer and Advances
<a href="#">NPPSC 1300/2</a>	Traveler Checklist
<a href="#">NPPSC 1300/3</a>	NPPSC PCS Transfer Checklist-Although the PCS checklist is not a KSD, it is a good tool for CPPA and travel office to use as a guide for required documents for processing travel claims.
<a href="#">NPPSC 1300/4</a>	NPPSC Receipt Checklist
<a href="#">NPPSC 1571/1</a>	NPPSC Annual Training/Active Duty Training (AT/ADT) Checklist
<a href="#">NPPSC 1800/1</a>	NPPSC FLTRES / Retirement Checklist

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<a href="#">NPPSC 1900/1</a>	NPPSC 1900/1 NPPSC Separations Questionnaire. Replaces NPPSC 1320.1B_13
<a href="#">NPPSC 1900/2</a>	NPPSC Separation Checklist
<a href="#">NPPSC 3060/1</a>	NPPSC Mobilization/Demobilization Checklist
<a href="#">NPPSC 4650/1</a>	Passenger Reservation Request (PRR)
<a href="#">NPPSC 7000/1</a>	NPPSC Travel Electronic Funds Transfer (EFT) Information
<a href="#">NPPSC 7000/2</a>	Advance BAH Request
<a href="#">NPPSC 7220/1</a>	Dislocation Allowance (DLA) Statement. Effective 1 April 2019, the DLA statement and travel checklist are no longer required as key supporting documentation.
<a href="#">NPPSC 7220/2</a>	Temporary Lodging Expense (TLE) Allowance Certification
<a href="#">NPPSC 7220/4</a>	Career Sea Pay Tracker
<a href="#">NPPSC 7220/5</a>	Temporary Lodging Allowance (TLA) Worksheet
<a href="#">NPPSC Elapsed Time Computation Worksheet</a>	
<a href="#">OF-1164</a>	(Optional Form) Claim for Reimbursement for Expenditures on Official Business
<a href="#">OPNAV 5511/14</a>	Security Termination Statement
<a href="#">SF 1164</a>	Claim for Reimbursement for Expenditures on Official Business
<a href="#">SF 1199A</a>	Direct Deposit Sign-Up Form
<a href="#">SGLV 8286</a>	Service Members' Group Life Insurance Election and Certificate
<a href="#">SGLV 8286A</a>	Family Coverage Election and Certificate
<a href="#">SGLV 8286S</a>	Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form
<a href="#">Transient Monitoring Unit (TMU)</a>	Transient Monitoring Unit (TMU) Inspection Guidelines
<a href="#">W-4</a>	Employee's Withholding Allowance Certificate

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## Appendix D

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### Acronyms

AAP	Accelerated Advancement Program
ACC	Accounting Category Code
ACH	Automatic Clearing House
ADSD	Active Duty Service Date
ADSN	Accounting & Disbursing Station Symbol Number
ADSW	Active Duty for Special Work
ADT	Active Duty for Training
AEL	Advancement Eligibility Listing
AMD	Activity Manning Document
AoE	Advice of Errors
AOR	Area of Responsibility
ARIS	Automated Readiness Information System
ASVAB	Armed Services Vocational Aptitude Battery
AT	Annual Training
BAH	Basic Allowance for Housing
BAH-D	Basic Allowance for Housing with Dependent(s)
BAS	Basic Allowance for Subsistence
BBD	Billet Based Distribution
BOL	BUPERS On Line
BRS	<a href="#">Blended Retirement System</a>
BSC	Billet Sequence Code
BUPERS	<a href="#">Bureau of Naval Personnel</a>
CAC	Common Access Card
CBH	Central Billeting/Combined Bachelor Housing
CIMS	Career Information Management
CO	Commanding Officer
COLA	Cost of Living Allowance
CONUS	Continental United States
CPPA	Command Pay/Personnel Administrator
CSD	Customer Service Desk
CSP	Career Sea Pay
CSPP	Career Sea Pay Premium
C-WAY	Career Waypoints
CZTE	Combat Zone Tax Exclusion
DA	Dependency Application
DEERS	Defense Enrollment Eligibility Reporting System
DFAS	Defense Finance and Accounting Service
DFAS-IN	Defense Finance and Accounting Service - Indianapolis

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DJMS	Defense Joint Military Pay System
DLA	Dislocation Allowance
DNEC	Distribution Navy Enlisted Classification Code
DMO	Defense Military Office
DMR	DFAS MilPay Repository
DOD FMR	Department of Defense Financial Management Regulations
DON CIO	Department of the Navy Chief Information Officer
DUINS	Duty Under Instruction
EDVR	Enlisted Distribution Verification Report
EEO	Equal Employment Opportunity
EFT	Electronic Funds Transfer
EMIR	Enlisted Manning Inquiry Report
EOM	End of the Month
ESR	Electronic Service Record
Esub	Electronic submission
FDHDIP	Flight Deck Hazardous Duty Incentive Pay
FEG	Field Examination Group
FICA	Federal Insurance Contributions Act
FID	Format Identifier
FITW	Federal Income Tax Withholding
FLTMPS	Fleet Training and Management Planning System
FLTRES	Fleet Reserve
FMS	Final Multiple Score
FOP	Forfeiture of Pay
FORDU	For Duty
FSA	Family Separation Allowance
FSGLI	Family Servicemember's Group Life Insurance
FSH	Family Separation for Housing
FTS	Full-Time Support
GCA	Good Conduct Award
HDIP	Hazardous Duty Incentive Pay
HF	Hostile Fire
HYT	High Year Tenure
IA	Individual Augmentee
IDP	Imminent Danger Pay
IDT	Inactive Duty for Training
ISIC	Immediate Superior in Command
IRR	Individual Ready Reserve
JTR	Joint Travel Regulations
LES	Leave and Earning Statement
LIMDU	Limited Duty
MAP	<a href="#">Meritorious Advancement Program</a>
MCA	Manning Control Authority

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MIAP	Multi-host Internet Access Portal
MIHA	Move-In Housing Allowance
MILPERSMAN	Military Personnel Manual
MNCC	My Navy Career Center
MNP	<a href="#">My Navy Portal</a>
MPA	<a href="#">Military Pay Advisory</a>
MMPA	Master Military Pay Account
MPCC	Military Paper Check Conversion
MPTE	Manpower, Personnel, Training and Education
MOB	Mobilization
MTF	Military Treatment Facility
NAT	New Accession Training
NAVADMIN	Naval Administrative (Message)
NCS	National Call to Service
NEAS-OS	Navy Enlisted Advancement System Ordering System
NEC	Navy Enlisted Classification
NETC	Naval Education and Training Command
NETPDC	Naval Education and Training Professional Development Center
NMPS	Navy Mobilization Processing Site
NPC	Navy Personnel Command
NPPSC	Navy Pay and Personnel Support Center
NOSC	Navy Operational Support Center
NSIPS	Navy Standard Integrated Personnel System
NWAE	Navy-Wide Advancement Exam
OBLISERV	Obligated Service
OCONUS	Outside Continental United States
OHA	Overseas Housing Allowance
OIC	Officer in Charge
CPOIC	Chief Petty Officer in Charge
OMPF	Official Military Personnel File
OPHOLD	Operational Hold
OPINS	Officer Personnel Information Systems
PASS	Pay/Personnel Administrative Support System
PAYPERS	Pay and Personnel
PCS	Permanent Change of Station
PERSTEMPO	Personnel TEMPO
PG	Prospective Gain
PII	Personally Identifiable Information
PL	Prospective Loss
PPIB	<a href="#">Pay and Personnel Information Bulletin</a>
PQS	Personal Qualification Standards
PRD	Projected Rotation Date
PRR	Passenger Reservation Request

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PS	Personnel Support
PSD	<a href="#">Personnel Support Detachment</a>
PTG	Procedures Training Guide
RAD	Release from Active Duty
RAPIDS	Real-Time Automated Personnel Identification System
RED	Record of Emergency Data
RIR	Reduction in Rate
RUIC	Reserve Unit Identification Code
SBP	Survivor's Benefit Plan
SDAP	Special Duty Assignment Pay
SDCD	Sea Duty Commencement Date
SGLI	Service Member's Group Life Insurance
SOP	<a href="#">Standard Operating Procedure</a>
SRB	Service Reenlistment Bonus
SSIC	Standard Subject Identification Code
SSN	Social Security Number
SPO	Split Pay Option
STAR	Selective Training and Reenlistment
TAD	Temporary Additional Duty
TAFMS	Total Active Federal Military Service
TAMP	Transition Assistance Management Program
TDRL	Temporary Disability Retirement List
TDY/ TEMDU	Temporary Duty
TED	Terminal Eligibility Date
TEMADD	Temporary Additional Duty
TEMDUINS	Temporary Duty Under Instruction
TIR	Time in Rate
TIS	Transfer Information Sheet
TLA	Temporary Lodging Allowance
TLE	Temporary Lodging Expense
TOPS	Transaction Online Processing System
TSP	Thrift Savings Plan
TPU	Transient Personnel Units
UIC	Unit Identification Code
ULDUSTA	Ultimate Duty Station
VBSS	Visit Board Search and Seizure
WinIATS	Windows Integrated Automated Travel System

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**Appendix E**

**CPPA Daily / Weekly / Monthly To Do List**

<p style="text-align: center;"><u>Daily</u></p> <ul style="list-style-type: none"> <li>✔ Login into TOPS and verify all transactions and provided feedback to your Sailors. <i>(This daily interaction with TOPS and Sailors is vital in keeping on top of your Sailors pay.) TOPS transactions will only stay open for 7 days.</i></li> <li>✔ Review you upcoming transfers and verify that all documents are submitted to PSD for action             <ul style="list-style-type: none"> <li>✔ For all transfers ensure that service member departs with a copy of Loss Document, Record of Emergency Data, SGLI, and Flight Itinerary <i>(if applicable)</i></li> </ul> </li> <li>✔ Review message traffic for orders, screenings, and for other pay and personnel messages (NAVADMINs, MPAs &amp; PPIBs).</li> <li>✔ Review and submit separation packages within 45 days of separation or terminal leave date. <i>(if member is under PCS order please ensure you canx PCS orders before requesting for separation orders). **As a CPPA you need to coordinate with your CLA/PSD to ensure that all leave is posted prior to their departure **</i></li> </ul>	<p style="text-align: center;"><u>Monthly</u></p> <ul style="list-style-type: none"> <li>✔ Verify and review you're FSA/HDIP/IDP and any other special pays for those that are in a TAD/TDY status for accuracy and to ensure entitlements are started and stopped in a timely manner.</li> <li>✔ Review your PERSTEMPO. Ensure those that have returned from TAD are annotated and TOPS transactions are submitted to adjust pay and entitlements.</li> <li>✔ Review your CSPP tickler and submit TOPS transactions for those that are entitled to CSPP.</li> <li>✔ <b>Attend CPPA Training at PSD.</b></li> </ul> <p style="text-align: center;"><u>Annually</u></p> <ul style="list-style-type: none"> <li>✔ Ensure command reviews and submits SDAP recertification as per recent NAVADMIN</li> </ul> <p style="text-align: center;"><u>Page 2 Verification</u></p> <ul style="list-style-type: none"> <li>✔ Validate / Verify PAGE 2's Annually, PCS Transfer, upon reporting to new PDS, and prior to deployment.</li> </ul>
<p style="text-align: center;"><u>Weekly</u></p> <ul style="list-style-type: none"> <li>✔ Review current and upcoming reenlistments. Verify that you have received pending contracts and submitted signed contracts via TOPS <i>(within 3 days of reenlistment)</i> <b>** It is vitally important to communicate with the CCC on upcoming reenlistments**</b></li> <li>✔ Review the status of Travel Claims submitted for via TOPS.</li> <li>✔ Send out reminders to those that have pending items that need to be turned into you.</li> <li>✔ Review your PG's and PL's and notify Chain of Command and PSD for any delay of reporting's</li> </ul>	<p style="text-align: center;"><u>Monthly Reports to be Used</u></p> <ul style="list-style-type: none"> <li>✔ Record of Emergency Data <i>(out of date)</i></li> <li>✔ Prospective Gain &amp; Loss Report</li> <li>✔ FSA Report <i>(Family Separation Allowance)</i></li> <li>✔ DN Report <i>(COMRATS)</i></li> <li>✔ Good Conduct Report</li> <li>✔ CSPP Report <i>(Career Sea Pay Premium)</i></li> </ul>

**Quick Links**

CPPA Resources: <http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/default2.aspx>  
 MPAs / PPIBs: <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/PASS/Pages/default2.aspx>  
 Reference Library: <http://www.public.navy.mil/bupers-npc/reference/Pages/default>.

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**DD 577 Standardized Responsibility Statement**

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*7“You are appointed as an Approving Official for MILPCS travel claims. Serving as the Approving Official, you are to verify the completeness and correctness of MILPCS/MILPCA claims. The DAO are those individuals, military or civilian, who are designated to provide source information and/or service on which a certifying officer relies on when certifying vouchers as correct and proper for payment. You will also be responsible for submitting documents affecting MILPAY including but not limited to BAH, BAS, CSP, and other pay and allowances as required. “*

*You will be familiar with all aspects of the CPPA role as it relates to Pay and Personnel functions IAW Milpersman 1000-021.*

*Other Required training: Travel Pay:*

*<https://rise.articulate.com/share/16QKSioeYigAXoBTsCjy7t8sFo-0VJNG> and  
Military Pay:*

*<https://rise.articulate.com/share/ckrZIIjuU9WLRKMqOo1e82r7qr0quNmp>*

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**CPPA AO - DD577 Template**

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