Command Pay and Personnel Administrator (CPPA) Handbook


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3
INTRODUCTION

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 required completing 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 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 serves as the critical link between an individual Sailor, his or her command, and the supporting personnel support organization.
The CPPA is the liaison between command personnel (officer and enlisted, active and reserve) and the supporting PSD/CSD. As the CPPA, your role is to work closely with members of your command and PSD/CSD representatives to ensure all aspects of personnel support are accomplished accurately and on time. Your PSD/CSD will keep you informed of policy and procedural changes that impact the pay, personnel and transportation entitlements of command personnel. Within the PSD/CSD are subject matter experts who will provide a constant and reliable source of training, authoritative guidance, current information, issue resolution, referral and more.

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, every Navy command will appoint in writing a primary and secondary CPPA. Additional CPPAs may be designated to meet individual unit needs. A Letter of Designation needs to be updated when there is a change in CPPA. Letters of Designation shall be signed by Commanding Officer (CO), NOT By direction. They will be updated whenever there is a change in CPPA and a copy of the Letter will be maintained by the servicing PSD CPPA Coordinator. The CPPA A16A NEC was designed to identify those enlisted Sailors who are functioning in the role of CPPA. Bearing in mind that the CPPA program can include PS Sailors, it was not designed to capture the clerk work at the PSDs/CSDs. For those assigned to the PSDs functioning in a support role for the other Sailors assigned, they would be considered PRA and not CPPA.

"At this point, only those Sailors outside of a PSD/CSD are eligible and may be awarded the A16A NEC."

For Navy enlisted personnel appointed as a CPPA, in addition to the letter of designation, completion of the Navy eLearning CPPA training, the most recent online PII and DON Records Management training qualifies you for the A16A NEC. Refer to the NEOCS Volume II for proper processing of the NEC request.

NOTE: Example letters are provided as a guide only; always refer to and comply with current Navy Instructions and Notices, including the Navy Correspondence Manual (SECNAV Manual M-5216.5).

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 (PS) provider will reference the SOP(s) to ensure proper execution of PAYPERS processes.

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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 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

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• 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

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
  - Career Toolbox
  - Career Counseling
  - Records Management
  - Military Personnel Records

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CHAPTER 1 - Personnel and Pay Process

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

Reference(s)
- 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, verify the Member’s request is complete, states clearly and precisely what the Member wants, and is signed by the Member.
- 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.

NOTE: A Special Power of Attorney (SPA) is required to establish, change, or stop allotments. The SPA must explicitly state allotment authority, be current, and signed by the Member.

Required Actions – PSD
- Verify application for completeness.

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• Submit appropriate DJMS FID/NSIPS entry.

Section 2 - Basic Allowance for Housing (BAH)

Reference(s)
• Joint Travel Regulations (JTR), Volume 1, Chapter 10
• OPNAVINST 7220.12 Change 01 dtd 23JUN11
• Current Military Pay Advisories (MPAs)

Document(s) Required
• None required

Required Actions – CPPA

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.

• Refer to the BAH SOP for CPPA internal processes.

Required Actions – PSD
• Refer to the BAH SOP for PSD internal processes.

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

Reference(s)
• 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

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• Birth Certificate
• Divorce Decree
• Paternity Statement

NOTE:
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.

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.

• Adoption papers
• Statement of Understanding for BAH Entitlement (NAVPERS Form 1070/613)
• Other document(s), as required by local command

NOTE: 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.
• 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.
• Complete required SGLI counseling and, if necessary, prepare and distribute Spousal Notification Letter, as applicable.
Required Actions – PSD
- Verify and process requests provided by CPPA, as applicable.
- When a Sailor designates a portion or none of the death gratuity to the spouse:
  - Notify the Member’s CO, advising the chain of command to complete required counseling and prepare Spousal Notification Letter and
  - Forward NSIPS notification letter to Member’s Commanding Officer.
- 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

NOTE: 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.

Reference(s)
- 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: Download applicable forms at http://www.dtic.mil/whs/directives/infomgt/forms/dd/ddforms0001-0499.htm

Required Actions – CPPA
- Ensure Member verified NAVPERS 1070/602 via ESR or OMPF.
- 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.
- Verify Member completed all blocks on the appropriate Dependency Statement (see above). Ensure none of the blocks are blank. Write NA or Not Applicable in any block that does not apply.
- Verify information detailing the circumstances that caused dependency is clear and complete. Details should be provided in the Remarks block of the Dependency Statement. The back of the Statement may be used or an additional page may be added, if more space is needed.
- Verify the Dependency Statement is signed by all impacted parties involved.
- Ensure the Dependency Statement is notarized on the bottom of the last page of DD Forms.

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• If no allotment is in place to support the dependency claim, verify the monthly support amount and method of payment provided by the Member is clearly shown. All amounts reported are explained and proof of all amounts reported must be provided.
• Verify all required supporting documentation as noted on the Dependency Statement is attached. For example: DD Form 137-6 requires:
  – Verification of the student’s full time enrollment in an accredited college or university, including a letter from the college or university’s registrar certifying the student’s full-time course of study leading to an Associates or higher degree and the anticipated date of graduation.
  – Documentation of tuition and educational-related expenses.
• Application Processing for Parent and Ward – Forward documents to DFAS Cleveland.
• Application Processing For Full Time Students – Forward documents to PSD.
• Application Processing For Incapacitated Child Over Age 21 – Forward documents to Navy Personnel Command (PERS 31D).

NOTE: 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 – CPPA
• Ensure the effective date on the NAVPERS 1070/602 is the date the Member wants to claim the secondary dependent(s).
• Member must clearly show the monthly amount and method of payment for support provided by Member if there is no allotment in place.
• Submit package for secondary determination to DFAS-Cleveland along with supporting documentation
• For Parent and Ward applications – Inform Member that once completed DD Form is received by DFAS, it may take 2-6 weeks to process. Incorrect or incomplete forms will cause delay and add additional processing time.
  Supporting documentation may include:
  – Dependency Statement – Parent (DD Form 137-3)
  – Dependency Statement – Incapacitated Child Over Age 21 (DD Form 137-5), or
  – Dependency Statement – Ward of a Court (DD Form 137-7)

NOTE: PSD Clerk should change the NAVPERS 1070/602 in NSIPS to reflect prior information (the parents have not been approved as dependents yet), once application is completed to avoid DEERS disparity.

Section 4 - Family Separation Allowance (FSA)

Reference(s)
• DOD FMR, Volume 7A, Chapter 27

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Document(s) Required
- **Statement to Substantiate Payment of FSA (DD Form 1561)** Individual DD Form 1561 is required and must be properly verified by both Member and CPPA to substantiate payment.

Eligibility Criteria:
- All Members with dependents.
- 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.
- Members receiving BAH-D for child support purposes are not entitled to FSA, unless the Member has joint physical and legal custody of the child(ren) and the child(ren) otherwise would reside with the Member at least 14 days each month, if not deployed. NAVPERS 1070/602 must be documented and Court order needs to specify which Military Member is awarded custody of children.

Required Actions – MBR
- Verify NAVPERS 1070/602
- Complete DD Form 1561

Required Actions – CPPA
- Individual DD Form 1561 is required for qualified personnel
- Assist Member in verifying NAVPERS 1070/602
- Forward the following to PSD:
  - DD Form 1561 (Individual)
  - Copy of TAD or PCS Orders
  - DD Form 1351-2

Required Actions – PSD
- Verify FSA entitlement
- Complete appropriate pay system entry and submit to DFAS. FSA will become effective on the 31st day of separation; retroactive to first day Member was separated from family.

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

Reference(s)
- DOD FMR, Volume 7A, Chapter 10
- Navy DJMS PTG, Part 2, Chap 3
- NAVADMIN 062-12 (IDP)
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.

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.

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


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.

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.

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

Required Actions – PSD

- Verify certified memorandum and Alpha listing for accuracy.

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• Submit appropriate transactions to DFAS.
• Refer to the [Hostile Fire/Imminent Danger Pay SOP](#) for PSD internal processes.

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

**Reference(s)**
- **DOD FMR, Volume 7A, Chapter 18**
- Navy DJMS PTG, Part 1, Chap 7
- OPNAVINST 7220.14 (Series) (CSP and CSPP)

**Document(s) Required**
- Endorsed PCS orders upon receipt to Afloat unit.
- To restart CSP after absence from Afloat unit copies of endorsed TAD/TDY orders or memorandum returning the Member back to the ship for duty must be sighted.

**Eligibility Criteria:**
- Service Members must be assigned to a Category ‘A’ Vessel or Afloat staff. (See OPNAVINST 7220.14 (Series), for definition of Ship Categories.)
- If a Member is temporarily assigned ashore under TAD orders their Career Sea Pay (CSP) will stop on the 31st day unless Member is required to return to the ship to stand duty. Ensure remarks are entered on the TAD orders, if Member is required to return to Afloat unit to stand duty.
- If a Member is on leave for greater than 30 days CSP will stop on the 31st day. Stop CSP when Member commences terminal leave. If Member is TAD over 30 days and not required to stand duty onboard the ship, sea pay will be stopped on the 31st day after beginning TAD/TDY.

**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.

**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.

**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.

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Section 7 - Visit Board Search and Seizure (VBSS) and Hazardous Duty Incentive Pay (HDIP)

Reference(s)
- DOD FMR, Volume 7A, Chapter 24
- OPNAVINST 3501.352 (Series)
- Navy DJMS PTG, Part 2, Chap 3
- MILPERSMAN 1000-170 (Sailing Diary)
- MILPERSMAN 1306-978 (LCS)
- MILPERSMAN 1306-972 (PC Crew)
- OPNAVINST 6110.1 (Series)
- COMNAVSURFORINST 3502.1D
- SECNAVINST 5510.30B
- OPNAVINST 3591.1 (Series)

Document(s) Required
- Memorandum/Orders assigning VBSS team to duty by competent authority (see Appendix A-4).
- Tracking sheet signed by competent authority.

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.

Required Actions – CPPA
- Submit memo with CO’s authorization and tracking sheet with members’ names, maintaining PII safeguards to protect from disclosure of identity information.

Required Actions – PSD
- Verify information provided and submit appropriate transactions to DFAS.
- Refer to the Hardship Duty Pay SOP for PSD internal processes.

Section 8 - Flight Deck Hazardous Duty Incentive Pay (FDHDIP)

Reference(s)
- DOD FMR, Volume 7A, Chapter 24

Last Revised on 2/13/2019
• Navy DJMS PTG, Part 2, Chapter 3
• OPNAVINST 7220.4 (Series) (FDHDIP)
• MILPERSMAN 7220-080 (HDIP)

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 7220.4 (Series).

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

Required Actions – CPPA
• Submit CO’s authorization memo and flight deck tracking list.

NOTE: Shore-based commands submit a MPO to the local PSD for payment of FDHDIP. The MPO shall be accompanied by both a copy of printed tracking sheet and copy of TDY orders, clearly endorsed with arrival and departure dates to and from the ship, which also clearly identifies members assigned to FDHDIP billets during TDY periods. To prevent the possibility of erroneous payments, MPOs should be signed by a Lieutenant Commander (O-4) 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 – PSD
• Verify and submit appropriate NSIPS transactions.
• Refer to the Flight Deck Pay SOP for PSD internal processes.

Section 9 - Indebtedness and Waiver/Remission of Indebtedness

MILPAY INDEBTEDNESS

Reference(s):
• DOD FMR, Volume 7A, Chapter 50
• Navy DJMS PTG, Part 7, Chap 7
• Navy DJMS PTG, Appendix L
• MILPAY Debt Collection/Debt Management SOP

Last Revised on 2/13/2019

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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 intentions 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.
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(s)

- SECNAVINST 5040.3 (Series) (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 processed 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

Reference(s)

- DoDM 1348.33 (Manual of Military Decorations and Awards)
- SECNAVINST 1650.1 (Awards Manual)
- U.S. Navy Awards

Last Revised on 2/13/2019

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GOOD CONDUCT AWARDS

Document(s) Required
- Award Citation

Required Actions – CPPA
- Prepare and obtain signature(s) on Good Conduct Award Certificate(s) in accordance with SECNAVINST 1650.1 (Series), Chapter 4, Section 2, Paragraph 2(e).
- Notify PSD with details of Service Members receiving awards that require an Electronic Service Record (ESR) entry.

Required Actions – PSD
- Verify GCA eligibility. A NSIPS GCA report will be provided to the CPPA on a monthly basis.
- Make entry to ESR Personnel Maintenance > Miscellaneous > Honors and Awards entry and/or verification.

MILITARY DECORATIONS AND AWARDS

Document(s) Required
- Award Citation

Required Actions – CPPA
- Forward a copy of the presentation letter and/or citation to PSD for ESR entries and/or verification.

Required Actions – PSD
- Make entry to ESR Personnel Maintenance > Miscellaneous > Honors and Awards and submit for ESR verification.

NOTE: For personal awards (e.g. NAM, NCM), the awarding authority (Command with delegated permission to provide Awards) must submit award to NAVPERS for OMPF update.

Section 12 - Leave Processing in lieu of Electronic Leave (E-Leave)

Reference(s)
- PPIB 12-22 New E-Leave Report
- PPIB 11-04 PCS Leave Related To Sailors Using E-Leave
- E-Leave General Info and Training

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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

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

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.

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

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.
- Enter NAVPERS 1070/613 into Electronic Service Record (ESR).

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

Reference(s)
- 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
- TAD/TDY orders (Detaching and reporting orders with required endorsements)

Required Actions - CPPA
- Verify TAD/TDY orders for completeness and forward via TOPS to PSD. Notify PSD in writing the credits due to Service Member for missed meals.

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 31st day after the beginning of TAD/TDY.

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.

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.

Last Revised on 2/13/2019
Required Action – PSD

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

Section 15 - Name Change Request

Reference(s)

- 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)

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/emails to the NSIPS Helpdesk at 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> 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 – 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

Last Revised on 2/13/2019

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• 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 – Member**
- Forward name change letter request along with supporting documentation, to [NSIPS help desk](http://nsips.mil/helpdesk) 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](http://www.ssa.gov/online/forms.html)

**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**

**Reference(s)**
- 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**
- 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.

*Last Revised on 2/13/2019*
Section 17 - Electronic Service Record (ESR)

Reference(s)
- 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 - CPPA
- CPPAs with authority to enter, verify, or approve service entries should refer to the ESR Desk Guide and the ESR Quick Reference 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/nsipsclo/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 – 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)

Reference(s)
- 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)

Last Revised on 2/13/2019

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• **PPIB 14-07** Trustee/Trust Designation On SGLV 8286, Servicemember's 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)**

**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.
• Application/Record of Emergency Data DD 93 and NAVPERS 1070/602 (PG2) immediately upon marriage or divorce; a child is born/adopted; a family member dies; or when transferring from or reporting to a command.
• Verify SGLV form for completeness and deliver SGLV form to PSD via TOPS.
• 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 - Member**
• Every 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.
• To increase coverage from a previously elected, reduced or declined amount, fill out new SGLV 8286. Complete Section 4 in its entirety.
• To reduce coverage, fill out new SGLV 8286 and verify LES reflects the correct premium costs for the deduction (premium) amount.
• To decline coverage, fill out new SGLV 8286 and verify LES accurately reflects the correct deduction amount.
• Complete SGLV 8286 to apply, increase, restore, reduce or decline FSGLI.
• 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.

*Last Revised on 2/13/2019*

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• Family Coverage Election (SGLI) you no longer need to use the SGLV 8286A to make Family SGLI elections! You can now manage your Servicemembers’ Group Life Insurance (SGLI) coverage using the SGLI Online Enrollment System (SOES).

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; may apply for FSGLI Spouse by completing SGLV 8286A.
• Forms and directions are also available online at: https://www.benefits.va.gov/INSURANCE/resources-forms.asp.

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 – PSD
• Assist Member in completing SGLV form, if necessary. Review Instructions for Personnel Clerk and Service Member for additional information.
• Verify pay system entry to ensure deduction matches requested insurance coverage.
• Within 30 days of the member’s election to decline SGLI coverage, elect less than $400,000 SGLI coverage or designate a beneficiary for SGLI other than lawful spouse or child(ren), the servicing PSD/CSD/NOSC will mail a notification letter to the Service Member’s spouse. A copy of this letter must also be submitted to OMPF.
• Verify SGLV form for completeness, distribute as required. See PPIB 11-33.
• Refer to the SGLI and FSGLI SOPs for PSD internal processes.

Section 19 - Special Duty Assignment Pay (SDAP)

Reference(s)
• DOD FMR, Volume 7A, Chapter 8
• Navy DJMS PTG
• OPNAVINST 1160.6 (Series) (SDAP)
• NAVADMIN 239/17 (SDAP) (updated annually)
Document(s) Required

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

NOTE: SDAP is paid to Members 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.

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/NAV PERS 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.

Required Actions – PSD

- Verify entitlement.
- Prepare SDAP document (NSIPS) and Electronic Service Record NAVPERS 1070/613 to initiate or reflect changes to SDAP.

Section 20 - Split Pay Option (SPO)

Reference(s)

- 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

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

- Verify SPO Election Forms for completeness and accuracy. Advise the Member of the requirement to have enough available funds (net pay) to participate in split pay.
- Submit SPO Election Forms to Command CPPA for forwarding to the Parent PSD for processing.

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 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

Reference(s)

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

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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

Document(s) Required

- Election Form (TSP-U-1)

NOTE: This form is also used to stop and change amount of contributions to TSP.

- Additional forms and documents available via 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.

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.
- 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 - 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.

NOTE: CPPA must follow-up with Personnel Office on citizenship changes.

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

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 - CPPA
- Using the NPPSC Receipt Checklist (NPPSC Form 1300/4), assist Members in completing forms and getting receipt documents to PSD, in order to gain new Member to the command.
- Pen and ink changes only allowed and acceptable if access to RED/DA has not been implemented.
- Have Member review their NAVPERS 1070/602 making pen and ink changes with Member to update documents, initialing all changes. Member signs and dates last page of NAVPERS 1070/602.
- Ensure the designation date on SGLI matches designation date on NAVPERS 1070/602.
- Signed NAVPERS 1070/613 for Members receiving BAH single or w/dependent. For BAH-Single, a copy of the approved NAVPERS 1336/3 is required, where applicable.
- Signed NAVPERS 1070/613s and command letters (see Appendix A2-A9).

Required Actions – PSD
- Refer to the Receipts SOP for PSD internal processes.

CHAPTER 3 - Reenlistment and Extensions of Enlistments

Section 1 - Reenlistment

Reference(s)
- Reenlistment SOP
- DOD FMR, Volume 7A, Chapter 9
- OPNAVINST 6110.1 (Series) (PRT)
- OPNAVINST 1160.8 (Series) (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

Document(s) Required
• CO approved NAVPERS 1336/3 or locally prepared Command Reenlistment Request form
• Career Waypoint Approval
• Incentive Program Approval
• NAVPERS 1070/613s

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

Required Actions - CPPA
• Refer to the CPPA Reenlistment Checklist (NPPSC Form 1160/2)
• Follow the Reenlistment SOP for CPPA processes.

Required Actions – PSD
• Follow the Reenlistment SOP for PSD internal processes.

Section 2 – Extensions of Enlistment

Reference(s)
• DOD FMR, Volume 7A, Chapter 9
• OPNAVINST 6110.1 (Series) (PRT)
• OPNAVINST 1160.8 (Series) (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

Conditional Extensions
• Must be for a period of 23 months or less.
• May be executed upon approval regardless of remaining obligated service.

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• Must have reason (e.g. “To await examination results”, “To meet Fleet Reserve Date”, “To match EAOS with PRD”, etc.)

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).

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

Required Actions - CPPA
• Forward approved Request via TOPS (signed by CO or XO acting for CO) to PSD.
• Upon Receipt of NSIPS contract, the Member’s command will re-open a new TOPS transaction to re-send the contract and all Administrative Remarks NAVPERS 1070/613 with signatures.
• Lump Sum Leave (LSL) sell back amount will be submitted via Administrative Remarks, NAVPERS 1070/613 forwarded to PSD.

NOTE: A Member may not sell back more than 60 days of earned annual leave during an entire military career. Verify with Command Leave Administrator (CLA) the number of days the Member considers selling back to ensure this does not exceed a career total of 60 days LSL sold.

Required Actions – PSD
• Follow the Extensions of Enlistment SOP for PSD internal processes.

CHAPTER 4 - Release from Active Duty (RAD)

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.

Reference(s)
• OPNAVINST 1900.2 (Series) (TAMP)
• BUPERSINST 1900.8 (Series) (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
- Refer to the NPPSC Separations Checklist (NPPSC 1900/2).

Required Actions – PSD
- Follow the Separations SOP for PSD internal processes.

Section 2 – Fleet Reserve and Retirement

Reference(s)
- 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)

Last Revised on 2/13/2019
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.

CHAPTER 5 - PCS Transfer

- 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.

Reference(s)
- 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 1300.14 (Series) (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)
- Travel Advance Request (NPPSC 7220/3)
- 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

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• 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)
• Travel Advance Request (NPPSC 7220/3)
• 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)
• 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

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).

Reference(s)
• Navy Enlisted Advancement Exam SOP
• OPNAVINST 3120.32 (Series) (Navy SORM)
• OPNAVINST 6110.1 (Series) (PRT)
• BUPERSINST 1430.16 (Series) (Advancement Manual)
• BUPERSINST 1610.10 (Series) (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)
• NPPSC 7220/3 (Travel Advance Request)
• NAVPERS 1300/16 (Report of Suitability for Overseas Assignment)
• DEERS Enrollment

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• 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)
• 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.
- 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

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Document(s) Required
- CO Approved NAVPERS 1336/3
- DD 1966 and Annex (Contract) authority
- Extension of Enlistment
- Verification of completed Petty Officer Indoc/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
- Statement of Understanding for BAH Entitlement NAVPERS 1070/613
- Copy of Petty Officer Indoc NAVPERS 1070/613 Certificate if advancing to E-4

Required Actions - CPPA
- Member’s command prepares and forwards NAVPERS 1070/613 for candidates based on quotas assigned. The Commanding Officer must ensure the candidate is fully eligible, permanently or temporarily assigned (a minimum of 30 consecutive days) to a “Sea Duty” designated (Type 2 or Type 4 command).
- The date on the NAVPERS 1070/613 will be the effective date of advancement. Must meet TIR requirements: e.g. E3 to E4 (6 mos.), E4 to E5 (1 yr), E5 to E6 (3 yrs). No waivers authorized.

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• Counsel Member to get a new ID card.

**Required Actions – PSD**
Follow the [Navy Enlisted Advancement SOP](#) for PSD internal processes.

**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**
- Member’s command prepares and forwards NAVPERS 1070/613 for candidates based on quotas assigned. The Commanding Officer must ensure the candidate is fully eligible, permanently or temporarily assigned (a minimum of 30 consecutive days) to a “Sea Duty” designated (Type 2 or Type 4 command).
- The date on the NAVPERS 1070/613 will be the effective date of advancement. Must meet TIR requirements e.g. E3 to E4 (6 mos.), E4 to E5 (1 yr), E5 to E6 (3 yrs). No waivers authorized.
- Counsel Member to get a new ID card.

**CHAPTER 7 - PCS Travel Process**

**Reference(s)**
- [DOD FMR, Volume 9, Chapter 8](#)
- [JTR, Volume 1](#)

**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 Settlements**

**Document(s) Required**
- Closely follow the [Traveler Checklist (NPPSC 1300/2)](#) or [NPPSC PCS Transfer Checklist (NPPSC 1300/3)](#).
• Ensure properly filled out DD Form 1351-2 / 1351-2C, dates match endorsement(s) on orders; EFT information SF 1199A form
• Endorsed orders (e.g. reporting/detaching dates; TDY per diem involved – availability/non-availability of government quarters/messing).
• Temporary Lodging Expense (TLE) Allowance Certification (NPPSC 7220/2)
• Copy of previous NAVPERS 1070/602 with former addresses, as well as updated NAVPERS 1070/602 with family member(s).
• Itemized lodging receipt(s) regardless of amount (TDY per diem involved).
• Miscellaneous expense receipt(s) (for expenses over $75.00).
• **DD Form 1299** – Proximity move for DLA entitlement (Authorized to move Household Goods at government expense).

**Required Actions - CPPA**
• CPPA will assist and verify completeness and forward travel claim package, including **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 Pg. 2, the letter is not required.

**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**

**Reference(s)**
• **Travel Advance SOP**

**Document(s) Required**
• Properly filled out **NPPSC 7220/3 (Travel Advance Request)** from your service Personnel Support Detachment.
• Copy of PCS orders and all attachments.
• Copy of NAVPERS 1070/602 with family member(s).
Required Actions – CPPA
- Assist and verify completeness and forward Travel Advance Request package via TOPS to PSD travel section.
- Advance payments will not be made earlier than 10 days prior to detach date.

NOTE: 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.

Additional information:
- For single DLA, write/type the following info on any free spaces on DD Form 1351-2:
  Old Address: ________________________
  New Address: ________________________
- Statement of Understanding for BAH Entitlement NAVPERS 1070/613 prepared and signed by CPPA.
- Attach NAVPERS 1070/613 (reflecting new address) for the claim package. Common Carrier Reimbursement Statements: “I hereby assign to the U.S. any rights I may have against other parties in consideration with any reimbursable carrier transportation charges described there in”.

CHAPTER 8 - Legal Processing

Reference(s)
- BUPERSINST 1430.16 (Series) (Advancement Manual)
- Navy DJMS PTG
- DOD FMR, Volume 7A, Chapter 48
- JAG 5800.7 (Series) (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)

Last Revised on 2/13/2019

This is a living document that contains hyperlinks to multiple websites and online resources, and is best viewed in electronic form. Do Not Print document, continually edited and updated.
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.
- 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.

Last Revised on 2/13/2019

This is a living document that contains hyperlinks to multiple websites and online resources, and is best viewed in electronic form. Do Not Print document, continually edited and updated.
• 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 posting 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.

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.
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)

Last Revised on 2/13/2019
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

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:


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Appendix A-3

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
Appendix A-4

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
Appendix A-6

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

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

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:

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.
8. After making your selections, click on the 'YOUR COVERAGE' tab and select the blue 'CONFIRM AND CERTIFY' button in the bottom right.

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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

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

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 XXXXXXXX.

2. Request stop Command Responsibility Pay for detaching CO as of: (DDMMYY).

3. Request start Command Responsibility Pay for reporting CO as of: (DDMMYY).

4. For questions or concerns, please contact (Name/Phone/email).

________________________________
Authorized Signature
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.

JOHN W. PEPHAM
Appendix A-11

Hurricane Letter

*Command Letterhead

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
Appendix A-12

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...
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 XXXXXXXXX, Email: XXXXXXXXX Tel: XXXXXXXXX

   A. B. SEAMAN

Copy to:
HM1 xxxxx

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Appendix B

CPPA Checklists Links

NPPSC Forms link:

## Appendix C

### SOP Forms

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<td>Travel Advance Request</td>
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<td>NPPSC 7220/4</td>
<td>Career Sea Pay Tracker</td>
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<td>NPPSC 7220/5</td>
<td>Temporary Lodging Allowance (TLA) Worksheet</td>
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<td>Security Termination Statement</td>
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<td>SF 1199A</td>
<td>Direct Deposit Sign-Up Form</td>
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<td>W-4</td>
<td>Employee’s Withholding Allowance Certificate</td>
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Appendix D

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   Blended Retirement System
BSC   Billet Sequence Code
BUPERS Bureau of Naval Personnel
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
DJMS  Defense Joint Military Pay System
DLA   Dislocation Allowance

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<table>
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<td>Distribution Navy Enlisted Classification Code</td>
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<tr>
<td>DMO</td>
<td>Defense Military Office</td>
</tr>
<tr>
<td>DMR</td>
<td>DFAS MilPay Repository</td>
</tr>
<tr>
<td>DOD FMR</td>
<td>Department of Defense Financial Management Regulations</td>
</tr>
<tr>
<td>DON CIO</td>
<td>Department of the Navy Chief Information Officer</td>
</tr>
<tr>
<td>DUNIS</td>
<td>Duty Under Instruction</td>
</tr>
<tr>
<td>EDVR</td>
<td>Enlisted Distribution Verification Report</td>
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<tr>
<td>EEO</td>
<td>Equal Employment Opportunity</td>
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<tr>
<td>EFT</td>
<td>Electronic Funds Transfer</td>
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<tr>
<td>EMIR</td>
<td>Enlisted Manning Inquiry Report</td>
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<td>EOM</td>
<td>End of the Month</td>
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<tr>
<td>ESR</td>
<td>Electronic Service Record</td>
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<tr>
<td>Esub</td>
<td>Electronic submission</td>
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<tr>
<td>FDHDIP</td>
<td>Flight Deck Hazardous Duty Incentive Pay</td>
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<td>FEG</td>
<td>Field Examination Group</td>
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<td>FICA</td>
<td>Federal Insurance Contributions Act</td>
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<tr>
<td>FID</td>
<td>Format Identifier</td>
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<tr>
<td>FITW</td>
<td>Federal Income Tax Withholding</td>
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<td>FLTMPS</td>
<td>Fleet Training and Management Planning System</td>
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<td>FLTRES</td>
<td>Fleet Reserve</td>
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<td>FMS</td>
<td>Final Multiple Score</td>
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<td>FOP</td>
<td>Forfeiture of Pay</td>
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<td>FORDU</td>
<td>For Duty</td>
</tr>
<tr>
<td>FSA</td>
<td>Family Separation Allowance</td>
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<tr>
<td>FSGLI</td>
<td>Family Servicemember’s Group Life Insurance</td>
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<td>Family Separation for Housing</td>
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<td>FTS</td>
<td>Full-Time Support</td>
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<td>GCA</td>
<td>Good Conduct Award</td>
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<td>Hazardous Duty Incentive Pay</td>
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<td>Hostile Fire</td>
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<td>High Year Tenure</td>
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<td>Individual Augmentee</td>
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<td>IDP</td>
<td>Imminent Danger Pay</td>
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<td>IDT</td>
<td>Inactive Duty for Training</td>
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<td>ISIC</td>
<td>Immediate Superior in Command</td>
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<td>IRR</td>
<td>Individual Ready Reserve</td>
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<td>JTR</td>
<td>Joint Travel Regulations</td>
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<td>LES</td>
<td>Leave and Earning Statement</td>
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<td>LIMDU</td>
<td>Limited Duty</td>
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<td>MAP</td>
<td>Meritorious Advancement Program</td>
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<td>MCA</td>
<td>Manning Control Authority</td>
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<td>MIAP</td>
<td>Multi-host Internet Access Portal</td>
</tr>
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<td>MIHA</td>
<td>Move-In Housing Allowance</td>
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<tr>
<td>MILPERSMAN</td>
<td>Military Personnel Manual</td>
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<td>My Navy Career Center</td>
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<td>MNP</td>
<td>My Navy Portal</td>
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<td>MPA</td>
<td>Military Pay Advisory</td>
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<td>MMPA</td>
<td>Master Military Pay Account</td>
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<td>MPCC</td>
<td>Military Paper Check Conversion</td>
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<td>MPTE</td>
<td>Manpower, Personnel, Training and Education</td>
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<td>Mobilization</td>
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<td>MTF</td>
<td>Military Treatment Facility</td>
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<td>NCS</td>
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<td>NEAS-OS</td>
<td>Navy Enlisted Advancement System Ordering System</td>
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<td>NETPDC</td>
<td>Naval Education and Training Professional Development Center</td>
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<td>Navy Pay and Personnel Support Center</td>
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<td>Navy Operational Support Center</td>
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<td>Navy Standard Integrated Personnel System</td>
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<td>CPOIC</td>
<td>Chief Petty Officer in Charge</td>
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<td>Official Military Personnel File</td>
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<td>Officer Personnel Information Systems</td>
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<td>Pay/Personnel Administrative Support System</td>
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<td>Permanent Change of Station</td>
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<td>Personnel TEMPO</td>
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<td>Pay and Personnel Information Bulletin</td>
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<td>Service Member’s Group Life Insurance</td>
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<td>Transaction Online Processing System</td>
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<td>Ultimate Duty Station</td>
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<td>VBSS</td>
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<td>Windows Integrated Automated Travel System</td>
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## CPPA Daily / Weekly / Monthly To Do List

**Daily**
- Login into TOPS and verify all transactions and provided feedback to your Sailors. *(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.
- Review your upcoming transfers and verify that all documents are submitted to PSD for action.
- For all transfers ensure that service member departs with a copy of Loss Document, Record of Emergency Data, SGU, and Flight Itinerary *(if applicable)*.
- Review message traffic for orders, screenings, and for other pay and personnel messages (NAVADMINs, MPAs & PPIBs).
- Review and submit separation packages within 45 days of separation or terminal leave date. *(if member is under PCS order please ensure you can 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.**
- Review current and upcoming reenlistments. Verify that you have received pending contracts and submitted signed contracts via TOPS *(within 3 days of reenlistment)* **It is vitally important to communicate with the CCC on upcoming reenlistments.**
- Review the status of Travel Claims submitted for via TOPS.
- Send out reminders to those that have pending items that need to be turned into you.
- Review your PG's and PL's and notify Chain of Command and PSD for any delay of reporting's.

**Monthly**
- Verify and review you’re FSA/HDIP/IPD 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.
- Review your PERSTEMPO. Ensure those that have returned from TAD are annotated and TOPS transactions are submitted to adjust pay and entitlements.
- Review your CSP tickler and submit TOPS transactions for those that are entitled to CSP.
- Attend CPPA Training at PSD.

**Annually**
- Ensure command reviews and submits SDAP recertification as per recent NAVADMIN.

**Page 2 Verification**
- Validate / Verify PAGE 2’s Annually, PCS Transfer, upon reporting to new PSD, and prior to deployment.

<table>
<thead>
<tr>
<th><strong>Monthly Reports to be Used</strong></th>
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<tr>
<td>Record of Emergency Data <em>(out of date)</em></td>
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<tr>
<td>Prospective Gain &amp; Loss Report</td>
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<tr>
<td>FSA Report <em>(Family Separation Allowance)</em></td>
</tr>
<tr>
<td>DN Report <em>(COMRATS)</em></td>
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<td>Good Conduct Report</td>
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<tr>
<td>CSP Report <em>(Career Sea Pay Premium)</em></td>
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## Quick Links


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