

MILPERSMAN 1000-025

PERSONNEL TRANSACTION TIMELINESS

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1. **General Policy.** Department of Defense (DoD) policy is to achieve a 97 percent timeliness rate for associated pay transactions. While the personnel management community has a major role and responsibility in the timely submission of personnel transactions, personnel administration is ultimately a command responsibility. Timeliness associated with personnel transactions (officer and enlisted), specifically

- gains and losses (activity and strength),
- reenlistments,
- extensions,
- unauthorized absences (UAs), and
- nonjudicial punishments (NJPs);

impact operational planning, personnel accounting, and mission success. Every unit commanding officer (CO)/commander (CDR) is responsible for prompt and accurate submission of personnel transactions to reflect timely accuracy of the command's Officer Distribution Control Report (ODCR)/Enlisted Distribution Verification Report (EDVR).

2. **Specific Policy.** To be consistent with DoD pay policy, Navy policy is to achieve a 97 percent timeliness rate for all personnel transactions within 4 working days of the effective date of the transaction. The goal is to be in full compliance with this policy by the end of fiscal year (FY) 2010.

a. To reach the FY 2010 goal, the following intermediate standards are hereby implemented:

FY 2007	85 percent within 4 working days
FY 2008	90 percent within 4 working days
FY 2009	95 percent within 4 working days
FY 2010	97 percent within 4 working days

b. Unit COs and Personnel Support Detachments (PERSUPP DETs) have shared cooperative responsibility and accountability to ensure these goals are met. COs will make documents and personnel available to PERSUPP DETs so that timely action can be taken.

c. PERSUPP DETs and personnel/administrative offices afloat will take professional and timely action upon receipt of source documents.

3. Action

a. Commander, Navy Personnel Command (COMNAVPERSCOM) will monitor and report status of personnel and pay timeliness and accuracy to Chief of Naval Personnel (CHNAVPERS).

(1) COMNAVPERSCOM will pursue and intervene on behalf of field and fleet activities regarding pay and personnel policy and procedures to facilitate most efficient business process.

(2) COMNAVPERSCOM, with Naval Supply Systems Command (NAVSUP), will continue to liaison with appropriate program management offices to continue technological and software developments to improve timeliness and accuracy.

b. Commander, Navy Installations Command (CNIC) will resource and manage the execution of the Pay/Personnel Administration Support System (PASS) program in pursuit of the 97 percent timeliness rate within the 4 working days standard.