

NPPSC RECEIPT CHECKLIST

1. Report Date:	2. Name: Last, First, M.I	3. Tel #:
4. Command:	5. Clerk:	6. TOPS #:
Section A: ACTIONS		
<p>7. Required items</p> <p>a. ____: PCS Orders with endorsements</p> <p>b. ____: Updated Page two from Member's ESR account with date and signature of member and all applicable documents if adding or deleting a dependent.</p> <p>c. ____: Updated/Verified SGLI Form</p> <p align="center"><u>SUBMIT ITEMS ONLY IF APPLICABLE</u></p> <p>d. ____: Complete Travel Claim Package: d.1 ____: Signed Travel Claim DD Form 1351-2 d.2 ____: Receipts d.3 ____: Bank Info Form d.4 ____: TLE Certification d.5 ____: Travel Claim Checklist</p> <p>e. ____: Page 13 BAH Statement of understanding</p> <p>f. ____: Approved Single BAH Request Chit from the BEQ Manager or CO of the base who owns the barracks, or designee.</p> <p>g. ____: Approved Request Chit for BAS from the Food Service Officer or CO of the base who owns the galley, or designee.</p> <p>h. ____: OHARP/RAP Duty Page 13</p> <p>i. ____: Command memo to start special pays</p> <p>j. ____: FSA Form (DD Form 1561)</p> <p>k. ____: Page 13 for OBLISERV (CONUS only)</p> <p>l. ____: Awards citation (Flag LOC and below only)</p> <p>m. ____: Record entries (PQS, off/on duty courses) that are not on ESR or OMPF.</p>	<p>8. Clerk action</p> <p>a. ____: Verify accuracy and completeness of all documents received.</p> <p>b. ____: Review member's MMPA (JJAA) and take appropriate action: b.1 ____: SH and LG b.2 ____: All open entitlements b.3 ____: All open deductions b.4 ____: Indebtedness, if any b.5 ____: Delinquent Payments</p> <p>c. ____: Review member's MMPA (LOPG/LOOG) c.1 ____: Transfer Date c.2 ____: EAOS and Soft EAOS c.3 ____: Mil to Mil Indicator c.4 ____: ACC Code</p> <p>d. ____: Submit NSIPS Activity Gain</p> <p>e. ____: Submit travel claim for liquidation</p> <p>f. ____: Start allowances/pays, if applicable</p> <p>g. ____: Update member's NSIPS Page Two and TOPS back for signature.</p> <p>h. ____: Create Permanent Page 13 for sea duty counter date, if applicable.</p> <p>i. ____: Update GCM date in NSIPS</p> <p>j. ____: Update applicable awards</p> <p>k. ____: Update member's ESR</p> <p>l. ____: Submit all documents that need to be signed/verified/release to Supervisor.</p> <p>m. ____: Esub the following documents to OMPF when signatures are acquired: m.1 ____: Permanent Page 13 m.2 ____: Page 2, SGLI, Family SGLI</p> <p align="center"><u>SUPERVISOR ACTION</u></p> <p>n. ____: Signed and released all documents</p> <p>o. ____: Verified Permanent Page 13s and other ESR entries.</p> <p>p. ____: Documents posted to MPA/NSIPS/OMPF</p> <p>q. ____: Close TOPS transaction</p>	
Section B: RETAIN FILES		
<input type="checkbox"/> This Checklist <input type="checkbox"/> PCS Orders with Endorsements <input type="checkbox"/> All Page 13s <input type="checkbox"/> FSA Form (DD Form 1561)	<input type="checkbox"/> Travel Claim (DD form 1351-2) <input type="checkbox"/> Approved Request Chits <input type="checkbox"/> Command Special Pay(s) Memo	
_____ Clerk Signature	_____ Supervisor Signature	

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