

# CPC 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 you 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, SGLI, 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 canx PCS orders before requesting for separation orders).* **\*\*As a CPC you need to coordinate with your CLA/PSD to ensure that all leave is posted prior to their departure\*\***

## Weekly

- ✔ 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/IDP and any other special pays for those that are in a TAD/TDY status for accuracy and to ensure entitlements are started and stopped in a timely manner.
- ✔ Review your PERSTEMPO. Ensure those that have returned from TAD are annotated and TOPS transactions are submitted to adjust pay and entitlements.
- ✔ Review your CSPP tickler and submit TOPS transactions for those that are entitled to CSPP.
- ✔ **Attend CPC Training at PSD.**

## Annually

- ✔ Ensure command reviews and submits SDAP recertification as per recent NAVADMIN

## Monthly Reports to be Requested from PSD

- ✔ Record of Emergency Data *(out of date)*
- ✔ *Prospective Gain & Loss Report*
- ✔ FSA Report *(Family Separation Allowance)*
- ✔ DN Report *(COMRATS)*
- ✔ Good Conduct Report
- ✔ CSPP Report *(Career Sea Pay Premium)*

## Quick Links

CPC Resources: <http://www.public.navy.mil/bupers-npc/support/paypers/cpcresources/Pages/default2.aspx>

MPA's / PPIB's: <http://www.public.navy.mil/BUPERS-NPC/SUPPORT/PAYPERS/PASS/Pages/default2.aspx>

Reference Library: <http://www.public.navy.mil/bupers-npc/reference/Pages/default.aspx>