



CASE ROUTING GUIDANCE

DEFENSE ATTACHÉ OFFICE AND SUPPORTING CONUS AND OCONUS COMMANDS

6 March 2024

CANCELATION: This Case Routing Guidance cancels OCONUS Foreign Area Officers Case Routing Guidance dated 20 February 2024.

BLUF: Transactions for Officer and Enlisted Sailors attached Defense Attaché Office (DAO) Unit Identification Codes (UICs) and supporting commands (see enclosure (1) for applicable UICs) will be routed to Transaction Service Center (TSC) Yokosuka, Travel Processing Center (TPC), or NAVPTO based on the transaction type. See matrix below for specific routing guidance. Officer and Enlisted Sailors attached to commands in enclosure (1) will receive CPPA support from their parent command. If the UIC does not have a designated CPPA in the UIC, the ISIC CPPA is responsible for case submission via [enterprise Customer Relationship Management](#) (eCRM/Salesforce) with all required KSDs.

METHODS FOR CASE SUBMISSION: Primary means of case submission is via eCRM/Salesforce.

ROUTED TSC:

Request Type Sailor Location	Gain	Transfer (includes Enlisted OCONUS Separation Orders)	Travel Claim (includes TLE)	MILPAY	Transportation	Travel Advances
AFRICA	TSC YOKOSUKA	TSC YOKOSKA	TPC MEMPHIS	TSC YOKOSUKA	NAVPTO	TPC MEMPHIS
EUROPE						
CENTCOM						
ASIA/FE						
AMERICA (OCONUS)						

CONUS AND OCONUS GAINS

TSC Yokosuka will process the following pay entitlements with the gain, as applicable, if all KSDs are provided in the gain package. Ensure gain case requests the starting of applicable entitlements. Do NOT delay submission of gain package to obtain these KSDs.

- OCONUS COLA
- BAH @ Dependent Location
- HDP-L
- IDP
- CZTE
- FSA-R
- Civilian clothing allowance

*If KSDs are not on-hand at time of gain, submit a new MILPAY case for each entitlement to TSC Yokosuka.

CONUS AND OCONUS LOSSES

TSC Yokosuka will process the following pay entitlements with the loss, as applicable, if all KSDs are provided in the transfer package. Ensure loss case includes the requests to stop applicable entitlements. Do NOT delay submission of transfer/separations case to obtain these KSDs.

- Departure TLA
- OHA stop
- OCONUS COLA stop
- Transit BAH
- Advanced Pay

*If KSDs are not on-hand at time of loss, submit a new MILPAY case for each entitlement to the appropriate MILPAY supporting TSC at next duty station.



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Temporary Lodging Assistance (TLA):

Arrival TLA can be paid in 10-day increments. Submit TLA worksheet and zero-balance lodging receipts as a MILPAY case to TSC Yokosuka every 10 days to ensure expeditious payment. TLA cannot be requested in advance.

Overseas Housing Allowance (OHA):

OHA is a monthly payment consisting of a rent allowance and a utilities/recurring maintenance allowance. An approved DD 2367 and lease are required KSDs to receive payment. You may request an OHA advance payment to assist with upfront costs.

Move-in Housing Allowance (MIHA):

MIHA is a one-time payment to help cover some of the costs associated with moving in to privately-owned/leased housing overseas.

Move-in Housing Allowance/Security:

MIHA/Security is a one-time payment to help cover the cost for home security required for certain personnel stationed overseas. DD 2556 is a required KSD.

NOTES ON TRAVEL

Common errors in Travel Claim submissions

- Submitting Travel Claims using incorrect request type/problem codes. Refer to the Travel Advances, Travel Claims, and Travel Debt case routing guidance on the [MyNavy HR CPPA Resources page](#) for specific directions.
- Missing KSDs (e.g., TLE Form, OrdMods, Certificate of Non-Availability)
- When claiming dependent travel, be sure to select Block 6 for the new address and Block 13 for previous addresses, respectively. If left blank or address is the same in both blocks, dependent travel cannot be paid.

Common errors in Travel Advance submissions

- Advances submitted incorrectly to servicing TSC MILPAY or Transfers queues. TSC Yokosuka will process advanced pay (DD 2560). TPC Memphis will process all Travel Advances (NPPSC 1300/1).
- Cases not submitted 30 days prior to Approved Transfer Date. In line with Ops Alert 003-23, travel advance requests (to include advance DLA) must be submitted no less than 60 days prior to the approved transfer date.
- Missing lodging reservations to support I-Stop advances.

TRAINING: Regional Support Centers (RSC) conduct weekly CPPA training covering pay and personnel issues and latest updates. Please reach out to your RSC for regional training schedules. Additionally, training slides are available on the [MyNavy HR CPPA Resources page](#). Training provides a common process for customer commands to follow for the submission of travel claims and advances.

✚ Standard Operating Procedures for pay, personnel, and travel are available on the [MyNavy HR CPPA Resources page SOP Library](#).

✚ Case routing guidance, training and resources are available on the [MyNavy HR CPPA Resources page](#) and the [Regional Support Center Information Center](#).



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Defense Attaché Office (DAO) and Supporting Commands

UIC	COMMAND NAME
00333	ATTACHE JAPAN
00501	ATTACHE FRANCE
00511	ATTACHE INDIA
00519	ATTACHE SRI LANKA
00525	ATTACHE UNITED KINGDOM
00532	ATTACHE PORTUGAL
00537	ATTACHE AUSTRALIA
00545	ATTACHE MOROCCO
00572	ATTACHE EGYPT
00577	ATTACHE SWEDEN
00583	ATTACHE ARGENTINA
00584	ATTACHE SPAIN
00586	ATTACHE ITALY
00587	ATTACHE CHILE
00589	ATTACHE MEXICO
00591	ATTACHE RUSSIA
00592	ATTACHE PERU
00597	ATTACHE TURKEY
00598	ATTACHE CANADA
00599	ATTACHE QATAR
0454A	ATTACHE ALGERIA
08976	ATTACHE COLOMBIA
09534	US MAAG PERU
09536	US MILGRP CHILE
3009A	US MILITARY LIAISON OFFICE MEXICO CITY
3101A	ATTACHE BERLIN
3229A	USSOCOM OFFICE OF DEFENSE COOPERATION PANAMA
32423	ATTACHE DJIBOUTI
32799	ATTACHE ECUADOR
32800	ATTACHE TUNISIA
33210	ATTACHE MADAGASCAR
35304	EUCOM OFFICE OF DEFENSE COOPERATION TUNISIA
35571	PACOM OFFICE OF DEFENSE COOPERATION AUSTRALIA FMS
37060	EUCOM ODC MONTENEGRO
3840A	ATTACHE AZERBAIJAN
39096	NAVY LIAISON OFC BAHAMAS
39279	ATTACHE CHINA
40089	EUCOM OFFICE OF DEFENSE COOPERATION BULGARIA
40131	US MILITARY LIAISON OFFICE SURINAME
41107	AFRICOM OSC COTE D IVOIRE
41108	AFRICOM OSC MADAGASCAR
42037	EUCOM OFFICE OF DEFENSE COOPERATION MOROCCO
4272A	EUCOM SECURITY ASSISTANCE OFFICE POLAND
42857	ATTACHE MALTA
42858	ATTACHE GHANA
42862	ATTACHE NIGERIA

UIC	COMMAND NAME
42864	ATTACHE SAUDI ARABIA
42865	ATTACHE POLAND
44092	US MILGRP SALVADOR
44282	USCOMPAC SEC ASST OFF MALAYSIA
44854	US MILITARY LIAISON OFFICE KINGSTON
45417	SECURITY ASSIST OFFICE COLUMBO
45454	ATTACHE OMAN
45455	ATTACHE PANAMA
45456	ATTACHE MALAYSIA
45457	ATTACHE SOUTH AFRICA
45552	ATTACHE BRAZIL BRASILIA
45553	ATTACHE HONDURAS
45922	UNITED STATES AFRICA COMMAND SAO CAMEROON
46381	ATTACHE ESTONIA
46593	ATTACHE KENYA
47126	USCOMPAC SAO SINGAPORE
4738A	ATTACHE MICRONESIA KOLONIA
48128	ATTACHE FIJI
48870	SOUTHCOM ECUADOR
48904	EUCOM SPECIAL ACTIVITY DCA LONDON
49284	US MILITARY OBSERV IRAQ KUWAIT
49555	ATTACHE BULGARIA
49665	ATTACHE UKRAINE
49673	ATTACHE UNITED ARAB EMIRATES
49674	ATTACHE ROMANIA
4999A	ATTACHE ICELAND
50019	US MILITARY LIAISON OFFICE TRINIDAD
50022	TRINIDAD, PORT OF SP
50041	UNITED STATES AFRICA COMMAND OSC LIBREVILLE
50505	UNITED STATES AFRICA COMMAND SAO DAKAR
50541	UNITED STATES AFRICA COMMAND OSC MOZAMBIQUE
51631	UNITED NATIONS HEADQUARTERS
58405	MILITARY GROUP BRAZIL
58951	US MILGRP GUATEMALA
58952	US OFFICE OF DEFENSE COOPERATION PARAGUAY
58953	US MILITARY LIAISON OFFICE GUYANA
60880	ATTACHE GREECE
60929	ATTACHE ALBANIA
61232	ATTACHE BURMA
61376	ATTACHE DENMARK
61411	ATTACHE NORWAY
61413	ATTACHE NETHERLANDS
61422	ATTACHE SINGAPORE
61443	ATTACHE FINLAND
61480	ATTACHE INDONESIA
61499	ATTACHE THAILAND
61660	ATTACHE PHILIPPINES
62299	EUCOM OFFICE OF DEFENSE COOPERATION ATHENS
62337	ATTACHE ISRAEL
62348	ATTACHE KOREA
62370	EUCOM OFFICE OF DEFENSE COOPERATION TURKEY



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<u>UIC</u>	<u>COMMAND NAME</u>
62392	ATTACHE HONG KONG
62408	ATTACHE PAKISTAN
62485	ATTACHE TAIWAN
62589	JMAG PHILIPPINES
62756	EUCOM OFFICE OF DEFENSE COOPERATION SPAIN
62815	SOUTHCOM OFF DEF COOPERATN URU
62826	CHIEF MUTUAL DEFENSE ASSISTANCE OFFICE
62835	EUCOM OFFICE OF DEFENSE COOPERATION GERMANY
62943	EUCOM OFFICE OF DEFENSE COOPERATION PORTUGAL
62944	EUCOM SECURITY ASSISTANCE OFFICE DCA DENMARK
62972	US MILITARY LIAISON OFFICE BRASILIA
63034	EUCOM OFFICE OF DEFENSE COOPERATION THE HAGUE
63036	PACOM OFFICE OF DEFENSE COOPERATION BRUNEI
63040	ATTACHE NEW ZEALAND
63129	MILITARY ATTACHE FOR DEF PRGMS JAKARTA
63136	USSOCOM SPECIAL ACTIVITIES ARGENTINA
63161	ATTACHE COLOMBIA
63180	USN MILITARY ASSISTANCE ADVISORY GROUP DOMINICAN REPUBLIC
63381	JOINT MILITARY ADVISORY GRP BANGKOK
63862	EUCOM SECURITY ASSISTANCE OFFICE DCA FRANCE
63928	OFFICE OF DEFENSE COOPERATION BAKU
65359	ATTACHE VIET NAM
66735	JOINT MILITARY ASSIST GRP SEOUL
67591	EUCOM OFFICE OF DEFENSE COOPERATION INDIA
68009	OFFICE OF DEFENSE REPRESENTATIVE ISLAMABAD
68617	USCENTCOM OFFICE OF MILITARY COOPERATION CAIRO
68998	ATTACHE LIBYA
79106	CONGRESSIONAL LIAISON
79108	US MILGRP TEGUCIGALPA
79491	UNITED STATES AFRICA COMMAND OSC MAURITIUS
79510	AFRICOM OSC NIGERIA LAGOS
79511	AFRICOM OSC GHANA
79512	AFRICOM OSC CAPE VERDE PRAIA
79513	AFRICOM OSC DJIBOUTI