

## MILPCS Key Supporting Document Matrix

### Control and Substantive Tests by Transaction Type

Test #	Test Name	Frequency	Obligation	Travel Advance	Travel Claim	SATO Travel	HHG Shipment	PPM Advance	PPM Settlement	Non-Temp Storage							
CP 01	Funding Authorization	Monthly	See Key Supporting Documents by Control Test (MILPCS KSD Matrix-Control Tab)														
CP 02	Obligation Adjustment Reconciliation	Daily															
CP 03	Correction of Rejected Obligations	Weekly															
CP 04	PCS Order Approval	Multiple/Day	X	X	X	X	X	X	X	X							
CP 05	Correction of Suspense Transactions	Monthly	See Key Supporting Documents by Control Test (MILPCS KSD Matrix-Control Tab)														
CP 06	Household Goods Work Order Approval	Multiple/Day									-	-	-	X	X	X	X
CP 07	Travel Settlement Voucher Approval	Multiple/Day									-	X	X	X	-	X	-
CP 08	Household Goods Invoice Certification	Multiple/Day	-	-	-	-	X	-	X	X							
CP 09	Travel Advance Approval	Multiple/Day	-	X	-	-	-	-	-	-							
KSD 01	Analysis of Military PCS Initial Obligations	-	X	X	X	X	X	X	X	X							
KSD 02	Analysis of Military PCS Travel Disbursements	-	-	X	X	X	-	-	-	-							
KSD 03	Analysis of Military PCS Household Goods Disbursements	-	-	-	-	-	X	X	X	X							

### Key Supporting Documents by Transaction Type

KSD #	Document Name	Point of Contact	Obligation	Travel Advance	Travel Claim	SATO Travel	HHG Shipment	PPM Advance	PPM Settlement	Non-Temp Storage
1	PCS Orders	**PSD Community	X	X	X	X	X	X	X	X
2	* Retirees: Transfer to Fleet Reserve	PSD Community	*	*	*	*	*	*	*	*
3	* Manual Orders: Standard Transfer Order	PSD Community	*	*	*	*	*	*	*	*
4	* Manual Orders: By Direction Letter	PSD Community	*	*	*	*	*	*	*	*
5	Rank Conversion Chart	PERS7	X	X	X	X	X	X	X	X
6	Page 2: Dependency App/Record of Emergency Data	PSD Community	X	X	X	-	-	-	-	-
7	Defense Table of Distances (DTOD) Screenshot	PERS7	X	-	-	-	-	-	-	-
8	Step 1 Table (or Other Relevant Obligation Documentation)	PERS7	X	-	-	-	-	-	-	-
9	* Retirees: Transfers to Fleet Reserve	PERS7	*	-	-	-	-	-	-	-
10	* TDI: Rate Table	NPC	*	-	-	-	-	-	-	-
11	NSIPS POEMS Screenshot: Initial Obligation Amount	PERS7	X	-	-	-	-	-	-	-
12	NSIPS STARS-FL Screenshot: HHG and Travel Split	PERS7	X	-	-	-	-	-	-	-
13	Obligation Split Percentage Table	PERS7	X	-	-	-	-	-	-	-
14	STARS-FL Screenshot: AG/AR Screen	PSD Community	-	-	X	-	-	-	-	-
15	STARS-FL Screenshot: Summary ACRN List	PSD Community	-	-	X	-	-	-	-	-
16	Travel Advance Request Form	PSD Community	-	X	-	-	-	-	-	-
17	WinIATS Travel Advance Summary	PSD Community	-	X	-	-	-	X	-	-
18	WinIATS Travel Voucher Summary	PSD Community	-	-	X	-	-	-	-	-
19	DD 1351-2: Travel Voucher or Subvoucher	PSD Community	-	-	X	-	-	-	X	-
20	SATO Travel Invoice: Bill Payment Summary Report	NPPSC	-	-	-	X	-	-	-	-
21	Citibank Invoice	NPPSC	-	-	-	X	-	-	-	-
22	Airline Ticket or Invoice	NPPSC	-	-	-	X	-	-	-	-
23	DD 1299: Application for Shipment of Personal Property	PERS7/NAVSUP	-	-	-	-	X	-	-	-
24	* DPS Audit Screenshot (in lieu of signature on DD 1299)	PERS7/NAVSUP	-	-	-	-	*	-	-	-
25	* DD 1797: Personal Property Counseling Checklist	PERS7/NAVSUP	-	-	-	-	*	-	-	-
26	US Bank/Syncada Summary Invoice List	PERS7/NAVSUP	-	-	-	-	X	-	-	X
27	US Bank/Syncada Invoice	PERS7/NAVSUP	-	-	-	-	X	-	-	X
28	* Manual: Transportation Office Monthly Storage Invoice	PERS7/NAVSUP	-	-	-	-	-	-	-	*
29	DD 2278: Application for Do It Yourself Move	PSD Community	-	-	-	-	-	X	-	-
30	* DPS Audit Screenshot (in lieu of signature on DD 2278)	PSD Community	-	-	-	-	-	*	*	-
31	PPTAS Version Report	NAVSUP	-	-	-	-	-	-	X	-
32	DD 1164: Service Order for Personal Property	PERS7/NAVSUP	-	-	-	-	-	-	-	X
33	* DD 1299	PERS7/NAVSUP	-	-	-	-	-	-	-	*
34	NTS TAC and SDN Crosswalk	PERS7/NAVSUP	-	-	-	-	-	-	-	X

\* Alternate Supporting Documentation  
 \*\* PSD Community: NPPSC, PACFLT, FFC

## MILPCS Key Supporting Document Matrix

### Key Supporting Documents by Control Test

KSD #	Document Name	Point of Contact	CP01: Funding Authorization	CP02: Obligation Reconciliation	CP03: Rejected Obligations	CP05: Suspense Transactions
1	Funding Authorization Document	PERS7	X	-	-	-
2	Status of Funds	PERS7	X	-	-	-
3	Critical Balance - 1405 RPN Appropriation	PERS7	X	-	-	-
4	Critical Balance - 1453 MPN Appropriation	PERS7	X	-	-	-
5	Daily Reconciliation B1 vs. STARS-FL Report	PERS7	-	X	-	-
6	Detailed B1 File	PERS7	-	X	-	-
7	STARS-FL Screenshot: B1 Transaction	PERS7	-	X	-	-
8	NSIPS Feedback Report	PERS7	-	-	X	-
9	STARS-FL Screenshot: Correction of Rejected Obligation	PERS7	-	-	X	-
10	S1960 Suspense Report: Budget Activity 5 FY XX	PERS7	-	-	-	X
11	STARS-FL Screenshot: Posting of Suspended Transaction	NETC	-	-	-	X