

CPPA Update - MyPCS Improvement

7 August 2019

MyPCS Improvement/Pay It Forward (PiF)

- Your CPPA responsibilities have not been increased!
- Your coordination with the command APC is essential.
- NAVADMINs 183/19 and 184/19 identify the improvements to the PCS program.
- Tools/Resources are:
 - Current Transfer SOPs (SharePoint at <u>https://mpte.navy.deps.mil/sites/npc/pers2/Lists/Standard%20Operating%20Procedures/SOPs.aspx</u>)
 - The updated NPPSC Form 1300/1 (CPPA Resources page within the NPC web site at https://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx)
 - MyPCS Travel Entitlements calculator (MyNavyPortal and the CPPA Resources page within the NPC web site at https://www.mnp.navy.mil/group/assignment-leave-travel/mypcs)
 - MNCC Project Lead (Mr. Tony Tate, <u>anthony.r.tate1@navy.mil</u>, (901)874-2375/DSN 882-2375)



Key Points (continued)

DOES APPLY to Sailors in the following situations:

- Active Duty Component Navy PCS travelers
- Executing a PCS move CONUS to CONUS
- Instruction enroute less than
 30 days

DOES NOT APPLY to Sailors in the following situations:

- Accession, separation, or retirement travel
- Civilian personnel
- SELRES personnel
- IMA
- IRR Navy
- Pursuant to a DITY move
- Requiring commercial airfare (this remains a NAVPTO function)
- Already requested a travel advance.

Key Points

- This is an *option* to help Sailors reduce out of pocket expenses during PCS moves and ultimately improve customer service.
- Provides immediate access to travel entitlements.
- To be used for *all PCS official travel related expenses* to include dependent travel expenses.
- As the CPPA, you need to be aware of the following:
 - Your involvement begins with the Sailor receiving PCS orders.
 - You must conduct an initial PCS interview following the steps within the Transfers SOP.
 - During the interview, the PCS Application for Transfer and Advances (NPPSC Form 1300/1) shall be initiated.
 - Completion of the MyPCS Travel Entitlements calculator is necessary for the Sailor to understand there is a limit to the charges made during the PCS.
- The following slides are "use case scenarios" to help better understand the implications of this updated process.



USF CASE SCENARIO #1 **E5 SINGLE SAILOR** MODE OF TRAVEL IS POV

DAY OF DETACH

TRANSFER FROM SAN DIEGO TO NORFOLK/NO TDI ENROUTE

ORDERS RECEIPT

- MEMBER RECEIVES ORDERS; SCHEDULES TRANSFER INTERVIEW WITH CPPA AND APC

APC INTERVIEW - MEMBER MEETS WITH

10 DAYS PRIOR TO DETACHING

COMMAND APC TO VERIFTY CARD IS ACTIVE, CARD IS IN A MISSION CRITITCAL STATUS, MERCHANT CODES ARE ACTIVE AND REQUEST A CREDIT LIMIT **INCREASE IF APPLICABLE**

TRAVEL ENROUTE

- MEMBER MAKES MULTIPLE STOPS AND PROCURES LODGING **EACH STOP**

- MBR USES GTCC FOR LODGING, MEALS, FUEL, 1ST MONTHS RENT AND DEPOSIT ON HOUSING AT **NEW DUTY STATION**

POST CHECK-IN APC INTERVIEW

- MEMBER CHECKS IN WITH APC TO HAVE GTCC **ACCOUNT TRANSFERRED** TO CURRENT COMMAND

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- MEMBER MEETS WITH CPPA TO FILE TRAVEL CLAIM WITHIN 5 DAYS OF REPORTING

CPPA CHECK-IN INTERVIEW

END PROCESS

- TRAVEL CLAIM LIQUIDATED AND GTCC **BILL PAID IN FULL**



- MEMBER ELECTS TO USE GTCC FOR PCS
- MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS
- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

NOTES: Member authorized 8 days travel (2703 total miles / 350 miles per day)

FLAT PER DIEM: \$1192 (\$149.00 per day)

DLA: \$1583.92 (Determined by rank and dependent status) MALT(MILEAGE): 540.60 (.20 cents per mile of authorized travel)



USE CASE SCENARIO #2 03/LT - MARRIED W/3 DEPENDENTS MODE OF TRAVEL IS POV (2)

TRANSFER FROM WHIDBEY ISLAND TO SAN DIEGO/NO TDI ENROUTE

10 DAYS PRIOR TO DETACHING APC INTERVIEW

ORDERS RECEIPT
- MEMBER RECEIVES
ORDERS; SCHEDULES
TRANSFER INTERVIEW WITH
CPPA AND APC

- MEMBER MEETS WITH COMMAND APC TO VERIFTY CARD IS ACTIVE, CARD IS IN A MISSION CRITITCAL STATUS, MERCHANT CODES ARE ACTIVE AND REQUEST A CREDIT LIMIT INCREASE IF APPLICABLE



- MEMBER MEETS WITH CPPA AND COMPLETES NPPSC FORM 1300/1 AND PCS ENTITLEMENTS CALCULATOR

- MEMBER ELECTS TO USE GTCC FOR PCS
- MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS
- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

NOTES: Member authorized 4 days travel (1289 total miles / 350 miles per day)

FLAT PER DIEM: \$1937 (Spouse, one DEPN over age 12, one DEPN under age 12) (\$149 per day for MBR & Spouse; \$111 for DEPN over 12; \$74.50 for DEPN under 12) DLA: \$3104.95 (Determined by rank and dependent status)

MALT: \$515.60 (2 POV's) (Member and Dependents) (.20 cents per mile of authorized travel per POV)

If dependents are not traveling w/member, dependents are NOT AUTHORIZED use of GTCC.

TRAVEL ENROUTE

- MEMBER AND DEPENDENTS MAKE MULTIPLE STOPS AND PROCURES LODGING EACH STOP

- MBR USES GTCC FOR LODGING, MEALS, FUEL(BOTH POVs), 1ST MONTHS RENT AND DEPOSIT ON HOUSING AT NEW DUTY, STATION

POST CHECK-IN APC INTERVIEW

- MEMBER CHECKS IN WITH APC TO HAVE GTCC ACCOUNT TRANSFERRED TO CURRENT COMMAND



ARRIVES AT
ULTIMATE DUTY STATION
CPPA CHECK-IN INTERVIEW

- MEMBER MEETS WITH CPPA TO FILE TRAVEL CLAIM WITHIN 5 DAYS OF REPORTING **END PROCESS**- TRAVEL CLAIM

LIQUIDATED AND GTCC BILL PAID IN FULL



USE CASE SCENARIO #3 MEMBER ELECTS TRAVEL ADVANCE, E5 SINGLE SAILOR MODE OF TRAVEL IS POV TRANSFER FROM SAN DIEGO TO NORFOLK/NO TDI ENROUTE

TRAVEL ENROUTE **ORDERS RECEIPT** 10 DAYS PRIOR TO DETACHING MEMBER MAKES MULTIPLE **END PROCESS** - MEMBER RECEIVES - MEMBER RECEIVES STOPS AND PROCURES LODGING - TRAVEL CLAIM TRAVEL ADVANCE ORDERS: SCHEDULES EACH STOP LIQUIDATED AND MEMBER (80%) OF TOTAL TRANSFER INTERVIEW WITH RECEIVES REMAINING BALANCE **ENTITLEMENTS** - MEMBER USES TRAVEL ADV FOR CPPA OF AUTHORIZED ENTITLEMENTS LODGING, MEALS, AND FUEL **ARRIVES AT CPPA TRANSFER INTERVIEW** DAY OF DETACH **ULTIMATE DUTY STATION** MEMBER MEETS WITH CPPA AND COMPLETES NPPSC FORM 1300/1 AND **CPPA CHECK-IN INTERVIEW** PCS ENTITLEMENTS CALCULATOR MEMBER MEETS WITH CPPA

- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS

MEMBER DECLINES GTCC OPTION AND ELECTS TRAVEL ADVANCE

NOTES: Member authorized 8 days travel (2703 total miles / 350 miles per day)

FLAT PER DIEM: \$1192 (\$149.00 per day)

DLA: \$1583.92 (Determined by rank and dependent status) MALT(MILEAGE): 540.60 (.20 cents per mile of authorized travel)

Member will receive 80% of travel entitlements in advance and the remaining entitlement (~20%) when travel claim is liquidated

TO FILE TRAVEL CLAIM

WITHIN 5 DAYS OF

REPORTING



ENTITLEMENTS CALCULATOR

USE CASE SCENARIO #4 AGENCY PROGRAM COORDINATOR(APC)/COMMAND PAY & PERSONNEL ADMINSTRATOR(CPPA)

GAINING CPPA REPORTING INTERVIEW **CURRENT APC TRANSFER CURRENT APC** - CPPA ASSISTS MEMBER IN **INTERVIEW** FILING TRAVEL CLAIM 30-60 DAYS FROM WITHIN 5 DAYS OF - ASSISTS MEMBER IN APPLYING MEMBERS CHECK-IN, REPORTING ORDERS RECEIPT FOR GTCC IF NOT CARD VERIFY AND ENSURE **HOLDER** MEMBER'S ACCOUNT IS - MEMBER RECEIVES - CPPA SUBMITS NOT IN MISSION CRITICAL ORDERS; SCHEDULES COMPLETED TRAVEL CLAIM - COUNSELS MEMBER ON GTCC STATUS AND NO TRANSFER INTERVIEW WITH FOR LIQUIDATION **USAGE DELINQUENT BALANCE ON** CPPA AND APC MEMBER GTCC **REPORTS CURRENT CPPA TRANSFER INTERVIEW CURRENT APC** - CPPA ASSISTS MEMBER IN COMPLETING 10 DAYS PRIOR TO MEMBER **GAINING APC CHECK-IN** NPPSC FORM 1300/1 **DETACHING INTERVIEW MEMBER** - APC VERIFIES MEMBERS GTCC IS - APC TRANSFERS MEMBER'S - CPPA EDUCATES AND GUIDES MEMBER **DETACHES** ACTIVE, IN MISSION CRITICAL ACCOUNT UNDER THE THROUGH PCS ENTITLEMENTS STATUS, MERCHANT CODES COMMAND'S HIERARCHY ARE ACTIVE AND INCREASE CPPA VERIFIES MEMBER'S ELECTION OF CREDIT LIMIT IF APPLICABLE GTCC USE FOR PCS ON NPPSC FORM 1300/1 - APC PROVIDES MEMBER WITH GTCC PCS BROCHURE AND - CPPA PROVIDES MEMBER CONTACT INFO ENTITI EMENTS ESTIMATE USING PCS



Final Thoughts

As the CPPA, you are the Sailor's first stop in the transfer process... you help set the tone for this experience!

