

# MILPCS Travel Advance Request Processing SOP



## Purpose:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Offices/Transaction Service Centers (TSCs) to follow in support of MILPCS Travel Advance Request Processing.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

### Role Link's:

[Service Member](#)

[Auditor](#)

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## QUICK LINKS

SYSTEMS & HELP DESK POCs

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/>

BUMED INSTRUCTIONS

<https://www.med.navy.mil/Directives/Instructions/>

BUPERS INSTRUCTIONS

<https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

CPPA RESOURCES

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

DJMS

<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

DOD FMR

<https://comptroller.defense.gov/FMR/>

DOD INSTRUCTIONS / DIRECTIVES / FORMS

<https://www.esd.whs.mil/Directives/issuances/dodi/>

DON Memo dtd 30 June 2020

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/>

DON WEBSITE

<https://www.doncio.navy.mil/>

DS-11

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

JAG INSTRUCTION

<https://www.jag.navy.mil/library/>

JTR

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

KSD

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/>

MILPERSMAN

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

NAVADMINS

<https://www.mynavyhr.navy.mil/References/Messages/>

NAVMED FORM

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

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<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

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MILPERSMAN

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

NAVADMINS

<https://www.mynavyhr.navy.mil/References/Messages/>

NAVMED FORM

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

# MILPCS TRAVEL ADVANCE SOP

## ROLES & RESPONSIBILITIES

- **Examiner:** The individual primarily responsible for the overall processing of travel advance payments. When logged into IATS in the Examiner View mode, a user may create a travel profile and a travel record to process advance requests. When creating the travel profile, the examiner must ensure member information is verified through MMPA/NSIPS. Using the travel profile, the examiner is able to add the travel order number by correctly identifying the order type to allocate and charge the advance payments to the appropriate line of accounting.
- Entering advance payments in IATS:
  - Examiner must check travel record history through IATS entry and CEDMS for prior payments to avoid duplication.
  - Examiner reviews [NPPSC 1300/1](#) for requested payment and ensures all KSDs are valid.
  - Examiner ensures data payment entries are correct and reflects information on the orders provided following regulations with JTR.
  - Examiner provides remarks on breakdown of payments on the generated voucher.
  - Examiner releases payment for audit
- **Auditor:** An Auditor/Certifier is appointed as a Certifying Official after completing the required annual training. Their job is to validate the validity of the claim and to ensure the examiner has entered the claim into WinIATS properly and that they are paying the traveler only the entitlements they are entitled to, based on the supporting KSDs provided in the travel claim package and the regulations set forth in the JTR based on the travelers' statuses. They also validate that the examiner is allocating all funds to the proper line of accounting provided on the orders. The Auditor/Certifier conducts 100% audit and certification of all submitted claims. Once they are complete, they place the claim in awaiting release for the Releaser/Final Certifier to transmit the batch of claims worked that production day to DFAS for payment after a 10% random audit of that daily production batch.
- **Disbursing Clerk:** An individual with Disbursing Function capabilities is responsible for preparing a block of processed claims for payment. In addition, this individual must release the processed blocks to the Disbursing module and perform the following functions depending on the way IATS is configured for the particular travel office:
  - Assign Disbursing Office Voucher (DOV) Numbers
  - Create EFT Interface Files
  - Generate Disbursing Reports
- **System Administrator:** The individual responsible for the overall operation of IATS and controlling the workflow throughout the system. System Administrators are responsible for the set-up and configuration of IATS for the particular travel office. In addition, System Administrators perform the following additional functions:
  - Establishing user accounts

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## ROLES & RESPONSIBILITIES

- o Assigning/re-assigning blocks and claims
- o Deleting completed blocks
- o Deleting unneeded traveler or travel order details
- o Processing interfaces between accounting, disbursing, and personnel systems
- o Generating management reports
- o Running utility programs

- **Super User:** When user accounts are created by the System Administrator, a View mode must be established. The functions a user may perform are dependent upon the View mode associated with their user ID. Because some travel offices are small and may be operated by only one individual, IATS includes a Super User View mode. The Super User View allows the user to switch between various View modes without logging out and logging back in with a different user ID. When the Super User logs-in initially, their View mode defaults to System Administrator. A Super User may access the View menu, however, and change the View to Examiner, Auditor, or Disbursing functions as desired.

**Note:** Although the title of this particular View is Super User, this does not infer that a user under this View has the ability to perform any desired function. All privileges for every View are established in the Maintenance module by the System Administrator and may be restricted as needed. The Super User View is unique, however, because a Super User has the ability to change View modes, without having to log out and then log back in with a different password in order to perform a different function.

- **Command Leadership:** CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- **Command Pay and Personnel Administrator (CPPA):** Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). Duties and responsibilities are defined in [MPM 1000-021](#). The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Dept/Div Admin representatives (e.g., large afloat commands) who liaise directly with the ship's Personnel Office/TSC.

**Note:** Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. Until such time as the new CPPA NEC code (791F) is fully implemented, individual TSCs and RSCs may assign TSC Clerk duties and responsibilities, as identified in this SOP and consistent with expanded NSIPS capabilities, to supported command CPPAs in order to facilitate the timely and accurate processing of Service Member pay and personnel transactions. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC/RSC authorization.

- **Service Member:** Synonymous with traveler for this particular SOP

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## BEST PRACTICES

- Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry. The Examiner needs to be careful to select and enter the correct TONO/SDN per the orders. Read the Orders and use the appropriate Line of Accounting (LOA) based upon the orders when entering accounting data.
- Examiners should be familiar with the various elements that comprise the LOA in the orders. Refer to [PPIB 17-23 and PPIB 17-28](#) for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.
- Users should review the Calculations tab before adding the accounting lines to the settlement. This will assist the user in ensuring that the appropriate accounting lines are added.
- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/>.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Note: Accompanied Overseas Assignment. In accordance with DoD policy, all Service Members will continue to be eligible for world-wide assignment without consideration of sexual orientation. However, host nation law may impact whether a same-sex spouse can accompany the Service Member. Refer to Allowable OCONUS Assignment Areas for Same-Sex Spouses for most current guidance:

### Service Member

- Review all "Comply with Items" on BUPERS orders to verify completion of all actions required by the Service Member in order to execute Permanent Change of Station (PCS).

### CPPA

- Use references provided on the NPC CPPA Resources webpage: <https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>
- Maintain access to current forms and utilize NPPSC PCS Transfer Checklist (NPPSC 1300/3), PCS Traveler Checklist (NPPSC 1300/2), and EFT form (NPPSC 7000/1) at: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>
- Maintain access to current Application for Transfer and Advances (NPPSC 1300/1) at: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

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## BEST PRACTICES

- Review PCS orders to verify Service Member completed "Comply with Items" and to ensure that Service Member is processed in accordance with "Comply with Items".
- Ensure the following:
  - Submit Application for Transfer and Advances to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.
  - Application for Transfer and Advances ([NPPSC 1300/1](#)) is required with Initial Orders including all modifications.
  - If dependents are moving, a current NAVPERS 1070/602 (verified Dependency Application) signed and dated is required.
  - For E5 and below requesting advance Single DLA, a letter from the gaining command indicating that government quarters will not be assigned is required.
  - A Passenger Reservation Request (PRR)/itinerary is required for overseas/sea duty travel. Squadrons are considered sea duty.
- Common Command/CPPA Travel Advance Issues:
  - Attaching Memo from the gaining command for all Single E5 and below requesting Single DLA.
  - PRR/CTO Reservations/Itinerary is not provided or the final port call showing where the Service Member/dependents are authorized to travel/ transport POV is not provided.
  - Application for Transfer and Advances ([NPPSC 1300/1](#)) is not properly completed.
  - If multiple I-Stops are required per orders, and Service Member desires Advance Travel for each I-Stop, then a separate Application for Transfer and Advances, NPPSC 1300/1, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, NPPSC 1300/1 form.
  - Submitting eCRM case too soon.
  - Supporting documentation submitted without all required signatures.
- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

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## REFERENCES

#	Doc ID	Title
1.	Joint Travel Regulations (JTR)	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees <a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>
2.	JTR	Chapter 5: Permanent Duty Travel <a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>
3.	JTR Appendix G	Quick Reference Tables for Reimbursable and Non-Reimbursable Official Travel Expenses <a href="https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf">https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf</a>
4.	DoD FMR, Vol. 5	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Vol 5: Disbursing Policy <a href="https://comptroller.defense.gov/FMR/">https://comptroller.defense.gov/FMR/</a>
5.	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy <a href="https://comptroller.defense.gov/FMR/">https://comptroller.defense.gov/FMR/</a>
6.	OPNAVINST 4650.15 (Series)	Navy Passenger Travel <a href="https://www.secnav.navy.mil/doni/opnav.aspx">https://www.secnav.navy.mil/doni/opnav.aspx</a>
7.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits <a href="https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/">https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/</a>
8.	MILPERSMAN 1050-440	Administrative Absence to Obtain a Legal Marriage <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
9.	MILPERSMAN 1070-270	Dependency Application <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
10.	MILPERSMAN 1070-320	Administrative Remarks <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
11.	MILPERSMAN 1300-400	Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND) <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
12.	MILPERSMAN 1320-060	Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
13.	MILPERSMAN 1320-090	Proceed Time in Execution of Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>

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## REFERENCES

#	Doc ID	Title
14.	MILPERSMAN 1320-100	Travel Time in Execution of Permanent Change of Station (PCS) Orders and Temporary Additional Duty (TAD) Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
15.	MILPERSMAN 1320-300	Types of Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
16.	MILPERSMAN 1320-304	Preparation of Permanent Change of Station Transfer Order (PCSTO) <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
17.	MILPERSMAN 1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
18.	MILPERSMAN 1321	Orders to Personnel - Officer <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
19.	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
20.	MILPERSMAN 7220-210	Dislocation Allowance and SECNAVFIND <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
21.	MILPERSMAN 7220-220	Dislocation Allowance (DLA) Entitlement Policy <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
22.	MILPERSMAN 7220-280	Continental United States (CONUS) Temporary Lodging Expense (TLE) Policy <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
23.	NAVADMIN 066/16	Navy Audit Document Retention Guidance <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
24.	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
25.	NAVADMIN 285/21	Government Travel Charge Card Use During Permanent Change of Station Lessons Learned <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
26.	NAVADMIN 129/22	Mandatory Use of the Navy Personnel and Pay (NP2) MyPCS Travel Voucher Submission Tool and Government Travel Charge Card (GTCC) during Permanent Change of Station (PCS) Travel <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
27.	NAVADMIN 291/22	Government Travel Charge Card Use in support of PCS Travel <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>

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#	Doc ID	Title
28.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
29.	MPA 19/19	Elimination of Travel Advances for Separation and Retirement <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
30.	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
31.	PPIB 09-30	Personnel Transferring Overseas <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
32.	PPIB 15-22	Issue 152201: Processing Travel and/or Vendor Payments <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
33.	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
34.	PPIB 17-23	Correction to PPIB 17-22 <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
35.	PPIB 17-28	BUPERS Migrated from the Standard Accounting and Reporting System (STARS-FL) to the Standard Accounting & Budgetary System (SABRS) <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
36.	PPIB 19-15	Travel Advances for Separation and Retirement <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
37.	Ops Alert 003-23	Advance Payment of Dislocation Allowance <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/OPS-Alerts/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/OPS-Alerts/</a>
38.	PPIB 23-24	Changes to Temporary Lodging Expense (TLE) effective 1 OCT 2023 When the Service Member is Authorized Extended TLE

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## REFERENCES

#	Doc ID	Title
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39.	NPPSCINST 5213.1 (Series)	Forms Management <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312</a>
40.	NPPSCINST 5220.2 (Series)	Standard Management Reports <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312</a>
41.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/AdminFolder/Forms/AllItems.aspx?id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%2Follder%2FDirectives%2FInstructions%2FActive&amp;viewid=2f9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312</a>

# MILPCS TRAVEL ADVANCE SOP

## ONLINE RESOURCES / AIDS / GUIDES

#	Website Sponsor	Title and Link
1.	Defense Travel Management Office	Defense Travel Management Website - Travel Tools - Training Resources - Travel Regulations and Allowances - Travel Programs Travel Assistance <a href="https://www.defensetravel.dod.mil/">https://www.defensetravel.dod.mil/</a>
2.	MyNavy HR	CPPA Resources: <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/</a>
3.	MyNavy HR	Financial Improvement and Audit Readiness (FIAR) MILPCS Key Supporting Documents Matrix <a href="https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/">https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/</a>
4.	NAVSUP	DON Consolidated Card Program Management <a href="https://www.navsup.navy.mil/Products-Services/DON-Consolidated-Card-Program-Management/">https://www.navsup.navy.mil/Products-Services/DON-Consolidated-Card-Program-Management/</a>
#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide <a href="https://flankspeed.sharepoint-mil.us/:li:/s/MyNavyHR_MNCC/Ewr0TSWj1TxEgIHn808atAMB-ZR-UdeeDGTmJJSAnqQSOQ?e=2wb0yd">https://flankspeed.sharepoint-mil.us/:li:/s/MyNavyHR_MNCC/Ewr0TSWj1TxEgIHn808atAMB-ZR-UdeeDGTmJJSAnqQSOQ?e=2wb0yd</a>
2.	NP2	What's New For You (WNFY) Sailor Travel Voucher Guide <a href="https://my.navy.mil/np2.html">https://my.navy.mil/np2.html</a>
3.	NP2	WNFY CPPA Travel Voucher Processing Guide <a href="https://my.navy.mil/np2.html">https://my.navy.mil/np2.html</a>
4.	NP2	MyPCS Travel Voucher via MyPCS Mobile on the Navy App Locker <a href="https://www.applocker.navy.mil/#!/apps">https://www.applocker.navy.mil/#!/apps</a> or <a href="https://my.navy.mil/">https://my.navy.mil/</a>

# MILPCS TRAVEL ADVANCE SOP

## ONLINE RESOURCES / AIDS / GUIDES

#	Website Sponsor	Title and Link
5.	Defense Finance and Accounting Service (DFAS-IN)	IATS User Guide (Current Edition)
		Not Available On-Line

# MILPCS TRAVEL ADVANCE SOP

## FORMS

#	Form #	Title
1.	DD 577	Appointment/Termination Record - Authorized Signature <a href="https://www.esd.whs.mil/Directives/forms/dd0500_0999/">https://www.esd.whs.mil/Directives/forms/dd0500_0999/</a>
2.	DD 2278	Application for Do It Yourself Move and Counseling Checklist <a href="https://www.esd.whs.mil/Directives/forms/dd2000_2499/">https://www.esd.whs.mil/Directives/forms/dd2000_2499/</a>
3.	NAVPERS 1070/613	Administrative Remarks <a href="https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/">https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/</a>
4.	NPPSC 1300/1	Application for Transfer and Advances <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a>
5.	NPPSC 1300/3	PCS Transfer Checklist <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a>
6.	NPPSC 7220/2	Temporary Lodging Expense (TLE) Certification <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive PCS Transfer Directive (PCS Orders)	<p>Receive PCS Transfer Directive (PCS Orders)</p> <p>Permanent Change of Station (PCS): The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval Message or forwarded by the Customer Command via Transaction Online Processing System (eCRM).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and NSIPS generated PCS transfer directives, as applicable.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>
1.3	Receive PCS transfer order from NPC or TSC	Service Member, Command Leadership, CPPA receive PCS transfer order from NPC or TSC/Personnel Office
2	Prepare supporting documentation to support PCS Travel Advance requirements	<p>Prepare supporting documentation to support PCS Travel Advance requirements.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.1	Review and verify orders	<p>Service Member, Command Leadership, and CPPA review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items and travel entitlements.</p> <p>Travel Type and Advance Entitlements include: Permanent Change of Station (PCS) Transfer Orders:</p> <ul style="list-style-type: none"> <li>• Member POC Mileage and PCS Flat Rate Per Diem</li> <li>• Dependent POC Mileage and PCS Flat Rate Per Diem (verified Dependency Application required)</li> <li>• Dependent Dislocation Allowance (DLA) - verified Dependency Application required/also identify married MIL to MIL, if applicable</li> <li>• Single DLA (See Note below)</li> <li>• Travel overseas via POC Shipping Port (Name of Port) OR</li> <li>• Travel via Old PDS Location (ZIP and/or City and State)</li> </ul> <p>Note: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p>
2.2	Does Service Member desire PCS travel advances?	<p>Does Service Member desire travel advances?</p> <p>Refer to <a href="#">NAVADMIN 129/22 and NAVADMIN 291/22</a> for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINS for exceptions, as required.</p> <p>GTCC Policy</p> <p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty</p>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>(AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to <a href="#">NAVADMIN 291/22</a>)</p> <p>Travel Advance Guidance.</p> <p>a. If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</p> <p>b. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</p> <p>c. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.</p> <p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>Travel advances are prepayments of estimated travel expenses in the form of a loan. All advances must be closed out with the travel claim liquidation upon the completion of Service Member's and authorized dependents travel.</p> <p>Note: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for</p>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>first I-Stop would be included with the initial (first) Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a> form.</p> <p>If Yes, <b>go to 2.3</b></p> <p>If No, <b>go to 8.2</b></p>
2.4	Verify/Update NAVPERS 1070/602	<p>Service Member/CPPA verify/update NAVPERS 1070/602</p> <p>Note: This requirement is part of the Transfers SOP but is also necessary to support PCS Travel Advance processing.</p> <p><a href="#">Legacy Page 2 / RED/DA SOP</a></p>
2.4.1	Provide CPPA with verified or updated NAVPERS 1070/602	<p>Service Member provides CPPA with verified or updated NAVPERS 1070/602, if required</p> <p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p> <p>At a minimum, commands must ensure Service members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Upon reporting to a new duty station under permanent change of station (PCS) orders;</li> <li>• Prior to departure on PCS orders;</li> <li>• Prior to deployment, regardless of length;</li> <li>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;</li> <li>• On each occasion when an inactive duty Service member comes on active duty, including active duty training;</li> <li>• When a Service member applies for and upon assignment of Government housing;</li> <li>• Upon recertification for secondary dependents; or</li> <li>• At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).</li> </ul> <p>Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active-duty training.</p>
2.4.2	Provide CPPA with documentation	<p>Service Member provides CPPA with documentation, as applicable.</p> <p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>Documentation may include:</p> <ul style="list-style-type: none"> <li>• Marriage Certificate</li> <li>• Divorce decree</li> <li>• Copy of dependent death certificate</li> <li>• Copy of DD214 for discharged MIL to MIL spouse</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Court-ordered child support</li> <li>• Paternity Statement</li> <li>• Childbirth certificate</li> <li>• Adoption papers</li> <li>• Secondary dependent documentation</li> </ul>
2.5	Do PCS Travel Orders require CTO (SATO) action?	Do PCS Travel Orders require CTO (SATO) action?  If Yes, <b>go to 2.5.1</b> If No, <b>go to 2.6</b>
2.5.1	Contact CTO to initiate Port Call/travel reservations	CPPA/Service Member contact CTO to initiate Port Call/travel reservations as directed by PCS orders.  Port Call is an official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements. This will act as an official change to the report date of the orders.  CTO (SATO) Endorsement: An itinerary received from the agency used by the government to confirm a reservation for a traveler. SATO endorsement provides the reservation information on the air fare, hotel and rental car and should be issued prior to the traveler(s) departing. An endorsement from NAVPTO may also be obtained after travel has been completed; however, this is not the norm. The reimbursement amount authorized may be less than the traveler paid if the ticket would have cost the government less.
2.5.2	Receive Port Call/travel itinerary from CTO	CPPA/Service Member receives Port Call/travel itinerary from CTO

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.6	Complete Application for Transfer and Advances, as required	<p>Service Member/CPPA complete Application for Transfer and Advances, as required.</p> <p>The Joint Travel Regulations (JTR) authorizes travel and transportation allowance advance payment for:</p> <ul style="list-style-type: none"> <li>• A Service Member and dependents, Mileage in Lieu of Transportation (MALT) and Per Diem,</li> <li>• HHG and mobile home transportation,</li> <li>• POV storage and shipment,</li> <li>• Dislocation Allowance (DLA) and</li> <li>• Temporary Lodging Expense (TLE)</li> </ul> <p>Note 1: Although the JTR authorizes TLE advances, Advance TLE is not ordinarily disbursed. TLE entitlements are ordinarily processed through/during the PCS travel claim settlement process.</p> <p>Note 2: Advance Pay (<a href="#">DD Form 2560</a>) and TLA advances are NOT disbursed through WINIATS.</p>
2.6.1	Complete Application for Transfer and Advances	<p>Service Member completes Application for Transfer and Advances</p> <p>Obtain Application for Transfer and Advances at:  <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p> <p>Note 1: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Note 2: Pay special attention to the Single DLA requests for Service Members assigned to a ship. Single DLA is NOT payable to a geographical bachelor assigned to a ship.
2.6.2	Complete Advance Payment for a Personally Procured Move, if applicable	<p>Service Member completes Advance Payment for a Personally Procured Move (PPM)/Do It Yourself Move (DITY), if applicable</p> <p>Advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the Service Member elects.</p> <p>Funds Advance limitations:</p> <ul style="list-style-type: none"> <li>• Navy Service Members separating in a "non-pay status" are not eligible for an advance payment.</li> <li>• "First-time Movers" are not eligible for an advance payment.</li> <li>• Locations serviced by the One-Time-Only rate program are not eligible to do a PPM.</li> </ul> <p>All other Navy Service Members eligible for funds advance must provide a copy of a vehicle rental reservation or Transportation Service Provider's estimate to be eligible for a funds advance.</p>
2.6.2.1	Make arrangement for Personally Procured Move with servicing Defense Personal Property Office	<p>Service Member makes arrangements for Personally Procured Move with servicing Defense Personal Property Office</p> <p>Personally Procured Moves:</p> <ul style="list-style-type: none"> <li>• The Service Member must make the necessary arrangements for the HHG move and pay for the move.</li> <li>• Reimbursement is limited to actual expenses incurred by the employee, not to exceed (NTE) the cost of a government arranged move for the same HHG weight.</li> </ul>
2.6.2.2	Obtain documentation	Service Member obtains documentation from servicing Defense Personal Property Office to support funds advance.

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
	from servicing Defense Personal Property Office	<p>Notification will ordinarily be forwarded by e-mail that funds advance documentation is complete.</p> <p>Documentation will include:</p> <ul style="list-style-type: none"> <li>• <a href="#">DD 2278</a> Application for Do It Yourself Move and Counseling Checklist</li> <li>• Personally Procured Move (PPM) Checklist and Expense Certification</li> </ul> <p>Service Member signs DD 2278 in Block 10.</p>
2.6.3	Complete Advance TLE request	<p>Service Member completes Advance TLE request, if applicable</p> <p>An advance may be authorized for the average number of days for which TLE is paid in conjunction with a PCS to a PDS. The following limitations apply:</p> <ul style="list-style-type: none"> <li>• CONUS Advance: The advance is limited to the maximum amount for 14 days if the new PDS is in CONUS.</li> <li>• OCONUS Advance: The advance is limited to the maximum amount for 7 days if the new PDS is OCONUS.</li> </ul> <p>Complete Temporary Lodging Expense (TLE) Certification  <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p> <p>Note: Although the JTR authorizes TLE advances, advance TLE is not ordinarily disbursed. TLE entitlements are ordinarily processed through/during PCS travel claim settlement process. Only under extraordinary/unusual circumstances will TLE advances be disbursed.</p>
2.6.4	Submit Application for Transfer and Advances to CPPA	<p>Service Member submits Application for Transfer and Advances in accordance with form instructions to CPPA, as required.</p> <p>Travel Advance Request documents may include:</p> <ul style="list-style-type: none"> <li>• <a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## SERVICE MEMBER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"><li>• Temporary Lodging Expense (TLE) Certification, <a href="#">NPPSC 7220/2</a>.</li><li>• Copy of PCS Orders and any modifications.</li><li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li><li>• <a href="#">DD 2278</a> Application for Do It Yourself Move and Counseling Checklist.</li></ul>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## COMMAND LEADERSHIP

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive PCS Transfer Directive (PCS Orders)	<p>Receive PCS Transfer Directive (PCS Orders)</p> <p>Permanent Change of Station (PCS): The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval Message or forwarded by the Customer Command via Transaction Online Processing System (eCRM).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and NSIPS generated PCS transfer directives, as applicable.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>
1.3	Receive PCS transfer order from NPC or TSC	Service Member, Command Leadership, CPPA receive PCS transfer order from NPC or TSC/Personnel Office
2	Prepare supporting documentation to support PCS Travel Advance requirements	<p>Prepare supporting documentation to support PCS Travel Advance requirements.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>

# MILPCS TRAVEL ADVANCE SOP

## COMMAND LEADERSHIP

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.1	Review and verify orders	<p>Service Member, Command Leadership, and CPPA review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items and travel entitlements.</p> <p>Travel Type and Advance Entitlements include:                      Permanent Change of Station (PCS) Transfer Orders:</p> <ul style="list-style-type: none"> <li>• Member POC Mileage and PCS Flat Rate Per Diem</li> <li>• Dependent POC Mileage and PCS Flat Rate Per Diem (verified Dependency Application required)</li> <li>• Dependent Dislocation Allowance (DLA) - verified Dependency Application required/also identify married MIL to MIL, if applicable</li> <li>• Single DLA (See Note below)</li> <li>• Travel overseas via POC Shipping Port (Name of Port)</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Travel via Old PDS Location (ZIP and/or City and State)</li> </ul> <p>Note: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p>
2.2	Does Service Member desire PCS travel advances?	<p>Does Service Member desire travel advances?</p> <p>Refer to <a href="#">NAVADMIN 129/22</a> and <a href="#">NAVADMIN 291/22</a> for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.</p> <p>GTCC Policy</p>

# MILPCS TRAVEL ADVANCE SOP

## COMMAND LEADERSHIP

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to <a href="#">NAVADMIN 291/22</a>)</p> <p>Travel Advance Guidance.</p> <p>a. If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</p> <p>b. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</p> <p>c. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.</p> <p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>Travel advances are prepayments of estimated travel expenses in the form of a loan. All advances must be closed out with the travel claim liquidation upon the completion of Service Member's and authorized dependents travel.</p> <p>Note: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for</p>

# MILPCS TRAVEL ADVANCE SOP

## COMMAND LEADERSHIP

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a> form.</p> <p>If Yes, go to 2.3 If No, go to 8.2</p>
<b>STOP</b>		

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive PCS Transfer Directive (PCS Orders)	<p>Receive PCS Transfer Directive (PCS Orders)</p> <p>Permanent Change of Station (PCS): The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval Message or forwarded by the Customer Command via Transaction Online Processing System (eCRM).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and NSIPS generated PCS transfer directives, as applicable.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>
1.3	Receive PCS transfer order from NPC or TSC	Service Member, Command Leadership, CPPA receive PCS transfer order from NPC or TSC/Personnel Office
2	Prepare supporting documentation to support PCS Travel Advance requirements	<p>Prepare supporting documentation to support PCS Travel Advance requirements.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.1	Review and verify orders	<p>Service Member, Command Leadership, and CPPA review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items and travel entitlements.</p> <p>Travel Type and Advance Entitlements include: Permanent Change of Station (PCS) Transfer Orders:</p> <ul style="list-style-type: none"> <li>• Member POC Mileage and PCS Flat Rate Per Diem</li> <li>• Dependent POC Mileage and PCS Flat Rate Per Diem (verified Dependency Application required)</li> <li>• Dependent Dislocation Allowance (DLA) - verified Dependency Application required/also identify married MIL to MIL, if applicable</li> <li>• Single DLA (See Note below)</li> <li>• Travel overseas via POC Shipping Port (Name of Port) OR</li> <li>• Travel via Old PDS Location (ZIP and/or City and State)</li> </ul> <p>Note: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p>
2.2	Does Service Member desire PCS travel advances?	<p>Does Service Member desire travel advances?</p> <p>Refer to <a href="#">NAVADMIN 129/22 and NAVADMIN 291/22</a> for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.</p> <p>GTCC Policy</p> <p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>(AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to <a href="#">NAVADMIN 291/22</a>)</p> <p>Travel Advance Guidance.</p> <p>a. If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</p> <p>b. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</p> <p>c. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.</p> <p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and Service Members may be subject to administrative and disciplinary action.</p> <p>Travel advances are prepayments of estimated travel expenses in the form of a loan. All advances must be closed out with the travel claim liquidation upon the completion of Service Member's and authorized dependents travel.</p> <p>Note: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>first I-Stop would be included with the initial (first) Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a> form.</p> <p>If Yes, <b>go to 2.3</b></p> <p>If No, <b>go to 8.2</b></p>
2.3	Initiate NPPSC 1300/1, Application for Transfer and Advances	<p>CPPA initiates <a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances</p> <p>Following the interview with the CPPA, Sailors choosing to participate in the GTCC pilot program should inform their command GTCC Agency Program Coordinator (APC).</p> <p>Comply with the following requirements when submitting a Travel Advance for Permanent Change of Station (PCS):</p> <ul style="list-style-type: none"> <li>• <a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances.</li> <li>• Initial Orders including all modifications.</li> <li>• If the Service Member is E5 and below, and requesting an advance payment of Single DLA, a letter from the gaining command indicating that government quarters will not be assigned is required.</li> <li>• A Passenger Reservation Request (PRR)/Port Call is required for overseas/sea duty travel. Squadrons are considered sea duty.</li> <li>• CTO (SATO) endorsement, if applicable.</li> <li>• Authorized DD 2278 (Application for DITY move), if applicable.</li> </ul> <p>Note 1: If dependents are moving, a current NAVPERS 1070/602 (verified Dependency Application) signed and dated is required to determine computations for their advance travel payment IAW <a href="#">MPM 1070-270</a>.</p> <p>Note 2: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, NPPSC 1300/1, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>first I-Stop would be included with the initial (first) Application for Transfer and Advances, NPPSC 1300/1 form.</p> <p>Obtain Application for Transfer and Advances from the following web location: <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p>
2.4	Verify/Update NAVPERS 1070/602	<p>Service Member/CPPA verify/update NAVPERS 1070/602</p> <p>Note: This requirement is part of the Transfers SOP but is also necessary to support PCS Travel Advance processing.</p> <p><a href="#">Legacy Page 2 / RED/DA SOP</a></p>
2.4.1	Provide CPPA with verified or updated NAVPERS 1070/602	<p>Service Member provides CPPA with verified or updated NAVPERS 1070/602, if required</p> <p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p> <p>At a minimum, commands must ensure Service members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Upon reporting to a new duty station under permanent change of station (PCS) orders;</li> <li>• Prior to departure on PCS orders;</li> <li>• Prior to deployment, regardless of length;</li> <li>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;</li> <li>• On each occasion when an inactive duty Service member comes on active duty, including active duty training;</li> <li>• When a Service member applies for and upon assignment of Government housing;</li> <li>• Upon recertification for secondary dependents; or</li> <li>• At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances (e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).</li> </ul> <p>Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active-duty training.</p>
2.5	Do PCS Travel Orders require CTO (SATO) action?	<p>Do PCS Travel Orders require CTO (SATO) action?</p> <p>If Yes, <b>go to 2.5.1</b></p> <p>If No, <b>go to 2.6</b></p>
2.5.1	Contact CTO to initiate Port Call/travel reservations	<p>CPPA/Service Member contact CTO to initiate Port Call/travel reservations as directed by PCS orders.</p> <p>Port Call is an official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements. This will act as an official change to the report date of the orders.</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>CTO (SATO) Endorsement: An itinerary received from the agency used by the government to confirm a reservation for a traveler. SATO endorsement provides the reservation information on the air fare, hotel and rental car and should be issued prior to the traveler(s) departing. An endorsement from NAVPTO may also be obtained after travel has been completed; however, this is not the norm. The reimbursement amount authorized may be less than the traveler paid if the ticket would have cost the government less.</p>
2.5.2	Receive Port Call/travel itinerary from CTO	CPPA/Service Member receives Port Call/travel itinerary from CTO
2.6	Complete Application for Transfer and Advances, as required	<p>Service Member/CPPA complete Application for Transfer and Advances, as required.</p> <p>The Joint Travel Regulations (JTR) authorizes travel and transportation allowance advance payment for:</p> <ul style="list-style-type: none"> <li>• A Service Member and dependents, Mileage in Lieu of Transportation (MALT) and Per Diem,</li> <li>• HHG and mobile home transportation,</li> <li>• POV storage and shipment,</li> <li>• Dislocation Allowance (DLA) and</li> <li>• Temporary Lodging Expense (TLE)</li> </ul> <p>Note 1: Although the JTR authorizes TLE advances, Advance TLE is not ordinarily disbursed. TLE entitlements are ordinarily processed through/during the PCS travel claim settlement process.</p> <p>Note 2: Advance Pay (<a href="#">DD Form 2560</a>) and TLA advances are NOT disbursed through WINIATS.</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
2.6.5	Verify accuracy of Application for Transfer and Advances Form and validity of the PCS orders presented for payment	<p>CPPA verifies accuracy of Application for Transfer and Advances Form and validity of the PCS orders presented for payment.</p> <p>CPPA verifies:</p> <ul style="list-style-type: none"> <li>• Application for Transfer and Advances Form is complete and accurate. In addition to other form data verify Service Member signature and EFT information accuracy (RTN, Account Number and type of account).</li> <li>• Initial Orders including all modifications.</li> <li>• Temporary Lodging Expense (TLE) Certification, if applicable.</li> <li>• If the Service Member is E5 and below, and requesting an advance payment of Single DLA, a letter from the gaining command indicating that government quarters will not be assigned is required.</li> <li>• A Passenger Reservation Request (PRR)/Port Call is required for overseas/sea duty travel. Squadrons are considered sea duty.</li> <li>• CTO (SATO) endorsement, if applicable.</li> <li>• Authorized DD 2278 (Application for DITY move) with Service Member signature, if applicable.</li> </ul> <p>Note 1: If dependents are moving, a current NAVPERS 1070/602 (verified Dependency Application) signed and dated is required to determine computations for their advance travel payment IAW <a href="#">MPM 1070-270</a>.</p> <p>Note 2: If multiple I-Stops are required per orders, and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, NPPSC 1300/1 form.</p>
2.6.6	Is Application for Transfer and Advances form and	<p>Is Application for Transfer and Advances form and supporting documentation complete and accurate?</p> <p>Incomplete and/or inaccurate form data and/or supporting documentation are returned to the Service Member for correction.</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
	supporting documentation complete and accurate?	<p>If No, <b>go to 2.6.1</b></p> <p>If Yes, <b>go to 2.7</b></p>
2.7	Forward Application for Transfer and Advances form and supporting documents to Travel Office/TSC	<p>CPPA forwards Application for Transfer and Advances form and supporting documents to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> <li>• Last Name, then space</li> <li>• First Name, then space</li> <li>• Name of Entitlement</li> </ul> <p>CPPA initiates eCRM case and uploads documentation to Travel Office/TSC. Travel Advance Request documents may include:</p> <ul style="list-style-type: none"> <li>• NPPSC 1300/1, Application for Transfer and Advances.</li> <li>• Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2.</li> <li>• Copy of PCS Orders and any modifications.</li> <li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li> <li>• DD2278 Application for Do It Yourself Move and Counseling Checklist.</li> </ul> <p>Note 1: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p> <p>Note 2: Pay special attention to the Single DLA requests for Service Members assigned to a ship. Single DLA is NOT payable to a geographical bachelor assigned to a ship.</p>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved <a href="#">DD Form 577</a> for the "certifying officer" must be submitted with the eCRM case.
8	Counsel Service Member regarding traveler responsibilities	Counsel Service Member regarding traveler responsibilities
8.1	Receive notification of disbursed Travel Advance processing	<p>CPPA receives notification of disbursed Travel Advance processing from Travel Office System Administrator, only if Travel Advance was requested.</p> <p>Note: If the Service Member decides to use the Government Travel Charge Card (GTCC) for their PCS Travel Expenses, then they will NOT receive any Advances for PCS Travel unless they are not traveling concurrently with their dependents.</p>
8.2	Counsel Service Member on travel requirements	<p>CPPA counsils Service Member on travel requirements</p> <p>If Service Member opts to use the Government Travel Charge Card (GTCC) for their PCS Travel Expenses, refer to <a href="#">NAVADMIN 176/20</a> for Command and Service Member program participation requirements. Participating Service Members are required to check-out with the GTCC APC prior to departing on PCS orders.</p> <p>Per <a href="#">NAVADMIN 101/16</a>, Military Permanent Change of Station Travel Voucher Due Within Five Working Days, and <a href="#">PPIB 16-09</a>, Travel Claim Control and Submission Procedures:</p> <ul style="list-style-type: none"> <li>• CPPA ensures Service Member is aware of orders endorsement requirements at all I-Stops and ultimate duty station per <a href="#">MPM 1320-310</a>.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## CPPA

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• CPPA ensures Service Member is aware of the five -ay submission requirement for travel claim voucher upon arrival at ultimate duty stations per <a href="#">DoD FMR Vol 9 Chap 8</a>.</li> </ul> <p>CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler:</p> <ul style="list-style-type: none"> <li>• <a href="#">NPPSC 1300/2, Permanent Change Station (PCS) Traveler Checklist</a></li> <li>• <a href="#">DD 1351-2</a> Travel Voucher or Subvoucher</li> </ul> <p>The <a href="#">DoD FMR 7000.14-R, Volume 9</a>, based on an IRS requirement, requires that each traveler provide receipt(s) for:</p> <ul style="list-style-type: none"> <li>• Lodging:               <ul style="list-style-type: none"> <li>o Daily hotel room costs;</li> <li>o Daily hotel taxes; and</li> <li>o Daily miscellaneous fees, if applicable</li> </ul> </li> <li>• Individual official travel expenses of \$75 or more</li> </ul> <p>Note: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.</p>
8.3	Ensure Service Member obtains hardcopy of official NAVPERS 1070/602	<p>CPPA ensures Service Member obtains hardcopy of official NAVPERS 1070/602.</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
1	Receive PCS Transfer Directive (PCS Orders)	<p>Receive PCS Transfer Directive (PCS Orders)</p> <p>Permanent Change of Station (PCS): The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval Message or forwarded by the Customer Command via Transaction Online Processing System (eCRM).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and NSIPS generated PCS transfer directives, as applicable.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>
1.1	Does an NSIPS Transfer Order need to be generated?	<p>Does an NSIPS Transfer Order need to be generated?</p> <p><a href="#">NAVADMIN 244/14</a> announced the rollout of the Navy Standard Integrated Personnel System (NSIPS) order writing module, which will be utilized to generate all orders authorizing permanent change of station (PCS) transfer of Service Members for unit moves, unit decommissioning, base realignment and closure (BRAC) moves, overseas tour extension incentive program, and enlisted separation and retirements. All other PCS orders will be written by Commander, Navy Personnel Command (CNPC) (appropriate detailer).</p>

# MILPCS TRAVEL ADVANCE SOP

## CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p><a href="#">NAVADMIN 244/14</a> also canceled Separation Order Writing Form (NAVPERS Form 1900/2), thereby cancelling all versions of Standard Transfer Orders (STOs).</p> <p>If Yes, <b>go to 1.2.</b> If No, <b>go to 1.3.</b></p>
1.2	Prepare NSIPS Transfer Order	<p>Clerk prepares NSIPS Transfer Order</p> <ul style="list-style-type: none"><li>• Prepare NSIPS Transfer Order in accordance with (IAW) <a href="#">NAVADMIN 244/14</a></li><li>• Endorse one copy of orders as "Original"</li></ul> <p>Note: Commanding Officers and Officers in Charge do not have authorization to write command/field-generated PCS orders allocating CNPC appropriated funds outside the NSIPS order writing module. Any order utilizing CNPC funds shall be written in CNPC order writing systems or NSIPS.</p>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## eCRM SUPERVISOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Receive, dispatch and review Travel Advance	Receive, dispatch and review Travel Advance  Travel Advances will be processed no more than 30 days prior to transfer date. When complete, forward any transfer documentation/notifications to the CPPA.
3.1	Receive eCRM Travel Advance	eCRM Supervisor receives and logs in eCRM Travel Advance case.  Note: eCRM Supervisor is the individual or individuals within Travel Office/TPC/TSC travel section responsible for managing the travel office eCRM queue. This person(s) may go by a different title.
3.2	Dispatch eCRM case to Examiner	eCRM Supervisor dispatches eCRM case to Examiner for processing
3.5	Mark eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies	eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies.  <b>Go to 3.1</b>  Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
3	Receive, dispatch and review Travel Advance	<p>Receive, dispatch and review Travel Advance</p> <p>Travel Advances will be processed no more than 30 days prior to transfer date. When complete, forward any transfer documentation/notifications to the CPPA.</p>
3.3	Review Travel Advance	<p>Examiner reviews Travel Advance</p> <p>Examiner opens eCRM case and verifies transaction type and all supporting documentation present.</p> <p><a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances</p> <p>Note: It is incumbent upon the eCRM Supervisor/Examiner to promptly and accurately screen all incoming travel advances submitted to the TSC/Travel Office so that incomplete/erroneous advances are promptly returned for appropriate corrective action.</p> <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.</p>
3.4	Is Travel Advance complete and accurate?	<p>Is Travel Advance complete and accurate?</p> <p>If No, <b>go to 3.5.</b></p> <p>If Yes, <b>go to 3.6.</b></p>
3.5	Mark eCRM case for "CPPA action" to obtain missing documents	<p>eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies.</p> <p><b>Go to 3.1</b></p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
	and/or correct erroneous data/discrepancies	Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.
3.6	Download eCRM case and supporting documentation	Examiner downloads eCRM case and supporting documentation.  Note: Examiner downloads eCRM case and organizes transactions into common types to support WINIATS Block processing of similar advances.
4	Process PCS Travel Advance	Process PCS Travel Advance  For the purposes of this SOP a Travel Advance log-in Clerk and Voucher Examiner are synonymous positions.
4.1	Log into WINIATS	Examiner logs into WINIATS  Open Windows Explorer and click on the CITRIX web address saved in your favorites.  <ul style="list-style-type: none"> <li>• Hit the Enter key to be re-directed to the CITRIX Portal.                             <ul style="list-style-type: none"> <li>o The CITRIX Portal will begin to open.</li> <li>o Your Certificates will populate.</li> <li>o Click on your Authentication Certificate</li> <li>o Click the OK button to proceed.</li> </ul> </li> </ul> <p>You are now connected to the CNIC-CITRIX Portal.</p> <ul style="list-style-type: none"> <li>• Click the OK button to proceed.</li> </ul> <p>At the next screen, you will see folders for the applications within the CITRIX Portal you can access.</p> <ul style="list-style-type: none"> <li>• Click on the WINIATS folder to proceed.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>At the next screen, you will see all the application icons you have access to within WINIATS. The icons showing on your WINIATS profile are specific to the databases you are assigned access to within WINIATS.</p> <ul style="list-style-type: none"><li>• Click on the applicable WINIATS application/icon to proceed. The WINIATS Application will begin to open and a US Department of Defense Warning Statement will appear.<ul style="list-style-type: none"><li>o Click the OK button to proceed</li><li>o CAC enabled</li><li>o Select correct cert for log in</li><li>o Click the OK button to proceed.</li></ul></li></ul> <p>Note: It is recommended that you copy and paste password from either Microsoft Word or the Notepad feature in Outlook to avoid entering in the incorrect password and locking your account. If this occurs, you will need to contact NPPSC HQ to reset your password.</p> <ul style="list-style-type: none"><li>• Accept License/Terms of Use will display</li><li>• Click the Yes, Proceed Button.</li></ul> <p>You are now connected to WINIATS. Your Username and assigned travel office will appear at the top of the screen.</p>
4.2	Log Request (s)	<p>Examiner logs Request(s)</p> <p>After logging into IATS as an Examiner or changing the view to Examiner Functions, the first step in the request processing cycle is to log the incoming requests into IATS. This step is completed through the logging module and consists of creating the traveler's account and travel order (if they don't already exist) and entering the dates of the trip.</p> <p>At the Examiner View screen, click on the Log Requests button. The Block Selection screen appears.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Note: Logging incoming requests is optional, but it is a good business practice for recordkeeping since it provides for better workflow, tracking and accountability. By logging the incoming requests, users can easily determine if a request has been received when responding to an inquiry.
4.2.1	Initiate a New Block Number or select an existing Block Number	<p>Examiner initiates a New Block Number or selects an existing Block Number, as applicable.</p> <p>Double click on an existing block or click the New button to create a new block. If the New button is clicked, the Create New Block screen appears next.</p> <p>Tip: At the Block Selection screen, any block in the status "Logged" that is not already assigned to an Examiner is listed. Requests may be added to an existing block, if any, or a new block may be created by clicking the New button.</p> <p>Note: Most travel offices control settlement requests by using block ticket numbers. As requests are received, block tickets are not to exceed five claims per block. Throughout the workflow process, the requests will normally remain in the batch. Because the blocking process is common in most travel offices, IATS simulates this process. With automatic block ticket numbering activated, users enter the word "NEW" when creating a new block ticket. IATS generates the next available number once a claim has been saved on the NEW block.</p>
4.2.2	Select Advance Request	<p>Examiner selects Advance Request at the Block Type field.</p> <p>At the Block Type field, the default value is Settlement. If wishing to create a block for Advance Requests, press the down arrow key or click on the down arrow button. When Advance is displayed, press Enter or Tab to continue.</p>
4.2.3	Log Advance Request	Examiner logs Advance Request

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		After selecting an existing block or creating a new block, the Logging of Requests screen appears.
4.2.3.1	Verify traveler's account	Examiner verifies traveler's account
4.2.3.1.1	Enter traveler's SSN	<p>Examiner enters traveler's SSN.</p> <p>Type the traveler's SSN at the SSN/ID field and press Enter.</p> <p>If the traveler's account exists, the name and SSN appears in the Name field, and the cursor moves to the TONO/SDN field. If the travel account does not exist, a message appears asking if you wish to create a new traveler profile.</p> <p>At this point Select No to verify the traveler's name. Sometimes the incorrect SSN may have been provided or entered for the traveler, and this allows for a second check of the traveler's account.</p>
4.2.3.1.2	Enter traveler's name, if required	<p>Examiner enters traveler's name, if required</p> <p>Provides redundant check in the event SSN previously entered was incorrect.</p> <p>If traveler's account appears, Examiner reconciles Account Name and SSN information to make sure the correct information is entered in IATS.</p> <p>If traveler's account doesn't exist, Examiner will create account.</p>
4.2.3.2	Does traveler's account exist?	<p>Does traveler's account exist?</p> <p>If Yes, <b>go to 4.2.3.3</b></p> <p>If No, <b>go to 4.2.3.4</b></p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.2.3.3	Does traveler's account require modification?	<p>Does traveler's account require modification?</p> <p>Examiner determines if traveler's account is current or requires update based upon submitted source documentation.</p> <p>If Yes, <b>go to 4.2.3.4</b></p> <p>If No, <b>go to 4.2.3.5</b></p>
4.2.3.4	Create/modify traveler's account	<p>Examiner creates/modifies traveler's account from source documentation from eCRM case.</p> <p>Enter data in appropriate fields from PCS Orders/<a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances</p> <p>Select Personal Tab:</p> <ul style="list-style-type: none"> <li>• Enter Name</li> <li>• Select appropriate Employee Status</li> <li>• Enter Grade/Rank</li> </ul> <p>Caution: For Officers in pay grade O-1 through O-3 verify if prior enlisted service in MMPA L00G, select proper rank in drop down accordingly.</p> <ul style="list-style-type: none"> <li>• Enter Salutation, if applicable</li> <li>• Enter Position/Title, if appropriate</li> <li>• Security Clearance (Unknown)</li> <li>• DSSN (auto populates)</li> <li>• Select Create Card Status (Infrequent Traveler)</li> <li>• Enter Organization (issuing activity from orders)</li> </ul> <p>Select Financial Tab to continue:</p> <ul style="list-style-type: none"> <li>• Select EFT Status (Active)</li> <li>• Select EFT to be updated by (IATS Input)</li> <li>• Select Account type (Saving/Checking)</li> </ul>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Enter Routing Number (enter twice/confirm)</li> <li>• Enter Account Number (enter twice/confirm)</li> <li>• If entered correctly auto advance to address tab</li> </ul> Address/Contact Tab: Enter Mailing Address: <ul style="list-style-type: none"> <li>• Address</li> <li>• City</li> <li>• State/Country</li> <li>• Zip</li> <li>• Phone number</li> </ul> Enter Office Address and Email Address if pertinent (not required): <ul style="list-style-type: none"> <li>• Select OK</li> </ul> After creating a new traveler profile/modifying an existing profile, the cursor returns to the Travel Order Number (TONO)/Standard Document Number (SDN) field.
4.2.3.5	Log Travel Order	Examiner logs Travel Order  Refer to <a href="#">PPIB 17-23 and PPIB 17-28</a> for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.  At the TONO/SDN field (15 digits) a drop-down listing appears displaying all orders existing in the database for the traveler. If wishing to log an incoming request for one of these orders, double click on the desired order number or highlight and click OK.  To log a request for a new travel order, type the order number in this field, obtained from source documentation (PCS Orders Accounting Data Standard Document Number - SDN), and press Enter. If a new travel order number is entered, a message appears asking if you wish to create a new

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>order. After creating a new travel order, Examiner advances to the Travel Order screen to select the Travel Order type.</p> <p>Note: Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry.</p>
4.2.3.6	Select Travel Order type	<p>Examiner selects Travel Order type.</p> <p>After the TONO/SDN field is completed, the Examiner advances to the Travel Order screen to select the Travel Order type.</p> <p>When creating/logging-in travel orders, IATS requires the user to specify what type of order is being created. The type of travel order specified has a direct impact on the way IATS functions and the computation of the entitlement.</p> <p>At the type of order drop down (Select PCS)</p> <p>Then, upon prompt, enter the Purpose Identification Code (PIC). PIC code is the third digit of CIC or first character in PAA field of LOA. This code ensures proper funds allocation for the travel.</p> <p>After making the PIC selection the Examiner has the opportunity to enter SDNs for OM&amp;N TEMDUINS. A separate SDN will be entered for each fiscal year for TEMDUINS as provided on the Service Member's PCS order or subsequent order modification for additional TEMDUINS.</p> <p>After selecting the PIC and entering the SDN(s) if applicable, click on the Close button. IATS will return you to the Travel Order screen.</p>
4.2.3.7	Complete the Travel Order Description tab	<p>Examiner completes the Travel Order Description tab.</p> <p>PCS Type defaults based upon previous PIC selection.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Place cursor in Issuing Organization and Paying Organization fields, IATS will populate fields based upon TONO/SDN entries.</p> <p>DSSN ITR and UIC are default fields based upon selection of parameters in System Maintenance. These fields should not be changed.</p> <p>Enter Origin based upon detaching PDS from PCS orders:</p> <ul style="list-style-type: none"><li>• Enter State (CONUS)/Country (OCONUS)</li><li>• Enter City/Zip Code</li><li>• Enter Locality (OCONUS only)</li></ul> <p>Click OK to proceed.</p> <p>Enter Destination based upon ultimate PDS from PCS orders:</p> <ul style="list-style-type: none"><li>• Enter State (CONUS)/Country (OCONUS)</li><li>• Enter City/Zip Code</li><li>• Enter Locality (OCONUS only)</li></ul> <p>Click OK to proceed.</p> <p>Enter Issue Date of orders, select Date Time Group (DTG) orders were released.</p> <p>Caution: DLA and MALT entitlements are calendar year driven. When travel claim is ultimately settled, Examiner will need to ensure that the DLA and MALT entitlements correspond to the actual dates of travel to ensure the traveler is paid the correct MALT and DLA rate.</p> <p>Select Begin Date (EDD from orders or date traveler indicated travel would commence from NPPSC 1300/1, e.g., date detaching).</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Select End Date (EDA from orders); IATS auto advances to What's Authorized tab.
4.2.3.8	Complete What's Authorized (MILPCS) tab	<p>Examiner completes the What's Authorized (MILPCS) tab.</p> <p>Select the appropriate advances based upon the source documentation and traveler elections on the NPPSC 1300/1.</p> <p>DLA: The type of DLA selected affects the traveler's entitlements. Click on the down arrow button to display a listing of various types and then click on the desired choice. A selection can also be made by pressing the Up/Down arrow keys on the keyboard to scroll through the listing of various types.</p> <p>Select None, Without Dependents, or With Dependents based upon traveler elections on the NPPSC 1300/1. Verify DLA entitlement against verified/signed NAVPERS 1070/602 (Dependency Application) and <a href="#">JTR Chapter 5</a>.</p> <p>Note: Although a copy of the RED/DA or PG2 (Dependency Application) is no longer required for the processing of travel claims, a verification of the dependents claimed for dependent related travel entitlements will still need to be completed.</p> <p>Effective immediately, all travel claims (settlements and advances) will need a verification of the dependents by reviewing the dependency data in NSIPS and comparing it to the dependent related travel entitlements that the Sailor is claiming.</p> <p>Travel offices will only pay travel entitlements for dependents verified in NSIPS.</p> <p>TLE: Click in this box or press the space bar to activate this option if the entitlement for Temporary Lodging Expense is authorized. IATS places a check mark in this box when the TLE entitlement is activated.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note: Advance TLE is authorized per the JTR, however TLE is ordinarily not authorized as an advance. If Advance TLE is requested, contact supervisor before proceeding further.</p> <p>Proceed Time: Click in this box or press the space bar to activate this option if Proceed Time was authorized on the hardcopy travel order attached to the request for advance.</p> <p>Household Goods: In the Household Goods field, Select DITY (Do It Yourself) if Service Member is executing a Personally Procured Move (PPM) and a copy of DD 2278 was included in eCRM submission and local Defense Personal Property Office computed the amount of the advance.</p>
4.2.3.9	Complete the Dependents tab, if applicable	<p>Examiner completes the Dependents tab, if applicable</p> <p>Enter dependents data from NPPSC 1300/1 and verify against source document, NAVPERS 1070/602 (verified Dependency Application).</p> <p>Spouse entry does not require a Date of Birth (DOB).</p> <p>Caution: Be careful if the Service Member's name is the same as a dependent's name. Need to distinguish between the Service Member and dependent through suffixes of just middle initial versus entire middle name.</p>
4.2.3.10	Complete the Remarks tab, if applicable	<p>Examiner completes the Remarks tab, if applicable</p> <p>Click Ok.</p>
4.2.3.11	Are there additional Travel Advances/Orders to log	<p>Are there additional Travel Advances/Orders to log within the block?</p> <p>If Yes, <b>go to 4.2.3.12</b></p> <p>If No, <b>go to 4.2.4</b></p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
	within the block?	
4.2.3.12	Log additional Travel Advances/Orders within the block	<p>Examiner logs additional Travel Advances/Orders within the block.</p> <p>After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired.</p> <p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. If you wish to simply clear/remove a request from the logging screen you would click on the Clear button. A request may be cleared/removed as long as the block has not been saved and a claim has not been saved to the block.</p> <p><b>Go to 4.2.3.1</b></p>
4.2.4	Do any logged requests need to be cleared?	<p>Do any logged requests need to be cleared?</p> <p>On occasion you may wish to clear/remove a request from the Logging of Requests screen.</p> <p>This is only allowed if the request has not been saved to a block.</p> <p>If No, <b>go to 4.2.5</b> (Generate the block order ticket number) If Yes, <b>go to 4.2.4.1</b></p>
4.2.4.1	Clear logged requests	<p>Examiner clears Logged Requests</p> <p>Complete the following steps to "clear" a logged request:</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>1. At the Logging of Requests screen, click on the request you wish to remove.</p> <p>2. After selecting the desired request, click on the Clear button. A pop-up message appears asking if you are sure.</p> <p>3. If you are sure, click on Yes. The selected request is then deleted.</p>
4.2.4.2	Notify CPPA via eCRM	<p>Examiner notifies CPPA via eCRM, as necessary.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support travel advance processing or provide an explanation as to why travel advance was cleared.</p>
4.2.5	Generate the block order number	<p>Examiner generates the block order number.</p> <p>When finished logging requests to the block, click the OK button to save the entries. If the automatic block numbering feature is used, a message appears at this time indicating the system generated block number.</p>
4.2.6	Print Block Number, if appropriate	<p>Examiner prints Block Number, if appropriate</p> <p>Note: If Examiner does not print block number, Examiner makes note of block number, so that Travel Advance request can be correlated against an IATS block number for future processing.</p> <p>Note: Some travel offices have IATS log-in Clerks who log-in travel orders that Examiners then process for Advance or Settlement, as appropriate. Other travel offices require the Examiner to log-in the travel order and process the advance.</p>
4.3	Log out of IATS, if appropriate	<p>Examiner logs out of IATS, if appropriate</p> <p>Note: Some travel offices have IATS log-in Clerks who log-in travel orders that Examiners then process for Advance or Settlement, as appropriate. Other travel offices require the Examiner to log-in the travel order and process the advance.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>To properly log-off WINIATS, complete the following steps:</p> <p>Click the "Exit" button at the bottom of the screen.</p> <p>A pop-up screen will appear, "Are You Sure You Wish to Quit IATS" Select the "Yes" button.</p> <p>In the far right-hand corner of your desktop taskbar, you will see a triangular-shaped symbol. Click here to show your hidden icons.</p> <p>Note: For Windows XP users, you will see a blue circle with two white folders on the far right-hand side of your desktop. Once you click this icon, you will follow the same process listed for the final three (3) steps below:</p> <ul style="list-style-type: none"> <li>• Double click the CITRIX Receiver icon.</li> <li>• Once the CITRIX Receiver opens, click on the "Advanced" option.</li> <li>• Then click on the "Connection Center" link.</li> <li>• The CITRIX Connection Center will open and will list all active connections.</li> <li>• Select the server folder you were logged into and then select the "Disconnect" button. A menu prompt will appear, "Are You Sure You Want to Disconnect From XXXX"? Select the "Yes" button.</li> <li>• Examiner's CITRIX Connection Center should not show any active connections. Click the "Close" button.</li> </ul> <p>You have successfully logged off WINIATS.</p>
4.4	Complete processing MILPCS Advance Requests	<p>Examiner completes processing MILPCS Advance Requests</p> <p>Note: Before a MILPCS Request for Advance can be processed using IATS, a travel order must be logged-in/created. Travel order information determines the specific entitlements, trip dates and establishes the limitations necessary for correct computation of the travel advance.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Complete the following steps to complete "processing" a MILPCS Advance Request.
4.4.1	Login to IATS in the Examiner View mode or change the View to Examiner, if necessary	Examiner logs in to IATS in the Examiner View mode or changes the View to Examiner, if necessary  Refer to <b>step 4.1</b> , as required.
4.4.2	Select a Block for processing	Examiner selects a block for processing through one of the following methods: <ul style="list-style-type: none"> <li>• Method 1: Click the Grab Blocks button and select a block from the Logged Pool.</li> <li>• Method 2: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button.</li> </ul> <p>Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button.</p> <p>Note: After selecting a block, the Confirmation Password screen appears. Complete the process by typing assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.</p> <p>After selecting a block using one of the methods listed above, the Request Selection screen appears. At this screen, any request for advance already logged to the block is listed under the Select Request(s) section.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.4.3	Select an Advance Request for processing	<p>Examiner selects an Advance Request for processing from assigned workload.</p> <p>At the Request Selection screen, select a request through one of the following methods:</p> <ul style="list-style-type: none"> <li>• Method 1: Double click on the desired request.</li> <li>• Method 2: Click on the request once and then click the View/Modify button.</li> </ul> <p>After selecting a request using one of the methods listed above, the Request for an Advance Against an Order screen appears.</p>
4.4.4	Process Requests for Advance against orders	<p>Examiner processes Requests for Advance against orders</p> <p>After grabbing a block and selecting a request for processing, the Request for an Advance Against an Order screen appears. At this screen, the particular details for the trip are entered into IATS for the calculation of an advance request.</p> <p>Use the following steps to "complete" the MILPCS Advance Request for Settlement Against an Order screen.</p>
4.4.4.1	Make appropriate Transient Traveler selection	<p>Examiner makes appropriate Transient Traveler selection.</p> <p>If the Travel claim will be settled by the same office processing the advance, leave the box unchecked, otherwise check the box.</p> <p>Type of Settlement field defaults to Full Advance.</p> <p>Note: Most MILPCS advances are issued at one travel office and settled at another. Often times IATS users forget to check the Transient Traveler option and the advance amount is erroneously added to the suspense file. Numerous travel offices have excessively large suspense files because of this user error. For this reason, a prompt has been</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		added to IATS that will appear when saving the advance (if the user does not check the Transient Traveler option) when entering the advance.
4.4.4.2	Verify traveler's address	<p>Examiner verifies traveler's address.</p> <p>When the Advance Request for Settlement Against an Order screen appears, the Remit To tab is displayed. At this tab, the traveler's address defaults from the address entered at the Maintain Traveler Account screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user changes the Remit To address at this tab, the change will appear with a red background.</p> <p>Note: Any Changes to the address made on the Remit to Tab once the Examiner clicks on the Update Traveler button will update the Remit To Tab and the Address Tab under the Maintain Traveler Account.</p> <p>After verifying the address at the Remit To tab, click on the Entitlements tab or the Next button to proceed.</p>
4.4.4.3	Identify PCS Travel Advance Entitlements	<p>Examiner identifies PCS Travel Advance Entitlements</p> <p>The Entitlements tab is the beginning point for capturing the specific details pertaining to what is authorized on the travel order with regard to the authorized PCS expenses, transportation allowances, and itinerary for the trip, and any reimbursable expenses.</p> <p>Note: Refer to the Help topic, "MILPCS Advance Entitlements tab" in the WINIATS User Manual for additional instructions, if required.</p>
4.4.4.3.1	Select Add Entitlements Button	<p>Examiner selects "Add Entitlements" button.</p> <p>Add Entitlement button: Click on this button to select the types of expenses for the requested advance. A drop-down listing appears and</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>displays the expenses that were authorized when the travel order was created/ logged in. The following is a list of possible MILPCS Advance expense types and a Help topic, in the WINIATS User Manual, to additional instructions for processing each particular expense type:</p> <ul style="list-style-type: none"> <li>• Enroute: If the user clicks on the Enroute option, the What's Authorized tab appears, and the user must specify who is traveling and how many cars will be used. Refer to the Help topic, "PCS Advance What's Authorized tab", for additional instructions.</li> <li>• TLE: If the user clicks on the TLE option, the Temporary Lodging Entitlement screen appears, and the user must complete this screen to specify the anticipated TLE expenses. Refer to the Help topic, "Completing the TLE Screen" for additional instructions.</li> <li>• DLA: If the user clicks on the DLA option, IATS automatically calculates the advance Dislocation Allowance payment.</li> <li>• DITY: If the user clicks on the DITY option, the DITY Worksheet screen appears, and the user must complete this screen to specify the anticipated DITY entitlement. Refer to the Help topic, "Completing the PCS DITY Worksheet", for additional instructions.</li> </ul> <p>Click on the desired expense type and complete the associated input screen to calculate the advance entitlement for the selected expense. When finished adding expenses, proceed to the Calculations, Financial, and Remarks tabs to finish processing the advance.</p>
4.4.4.3.2	Process Enroute Entitlements description/details	Examiner processes Enroute Entitlements description/details
4.4.4.3.2.1	Complete the What's Authorized tab	<p>Examiner completes the What's Authorized tab.</p> <p>After clicking on the Add Expense and selecting the Enroute option at the Entitlements tab, the What's Authorized tab appears. At the What's</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Authorized tab, the Examiner must specify that the traveler is the owner/ operator of the POV, the number of cars used, and which travelers are to be included in the advance calculation. Refer to the traveler's NPPSC 1300/1 for details regarding travel itinerary.</p> <p>Use the following steps to "complete" the PCS Advance What's Authorized tab:</p> <ul style="list-style-type: none"> <li>• Owner/Operator of POV: At this field, click in the box if the traveler was the owner and operator of the POV used in the performance of the trip.</li> <li>• Number of Cars: At this field, type the number representing how many POV's are to be used in the calculation of the advance.</li> <li>• Who is being paid for this trip: At this section, the Examiner must specify which of the listed travelers are to be included in the calculation of the advance. If all of the listed travelers should be included, click on the Select All button. If not, click on the desired name.</li> </ul> <p>Note: Service Member and dependents may travel separately. If so separate Owner/Operators of multiple vehicles must be selected so separate travel itineraries can be established.</p> <p>After completing this tab, the Examiner must then click on the Expected Itinerary tab or click on the Next button to continue. Refer to the Help topic, "Expected Itinerary tab" in the WINIATS User Manual, for additional instructions.</p>
4.4.4.3.2.2	Complete Expected Itinerary tab	<p>Examiner completes the Expected Itinerary tab.</p> <p>The Expected Itinerary tab is used to capture the anticipated details for the trip itinerary. While completing this screen, refer to the prompt line at the bottom. The prompt line will explain what information is requested at each input field.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Use the following steps to "complete" the Expected Itinerary tab:</p> <ol style="list-style-type: none"><li>1. Expected Duration: At this field, click on the down arrow. Refer to NPPSC 1300/1, but ordinarily a trip duration greater than or equal to 24 hours is the appropriate selection for a PCS Advance.</li><li>2. Depart Date: The departure date on the first line of the itinerary automatically defaults from the Begin Date entered when the travel order was created. Press Enter to continue or type a different date, in MMDDYY format, if necessary.</li><li>3. Depart Location: At this field, the Location Selection screen automatically appears. At the State/Country field, type the first two letters of the state or country name. If necessary, click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection.</li><li>4. At the City/Locality field, type the first two letters of the city/locality name. This displays a listing of city/locality names, for the previously selected state or country, beginning with those letters. Use the procedures described in step (3) above to make the selection.</li></ol> <p>Tip: If the traveler is departing from an OCONUS location, click in the Locality field and use the procedures described in step (3) above to make the Locality selection.</p> <ol style="list-style-type: none"><li>5. When the correct State/Country and City/Locality is selected, click on the DTOD button if you wish to have IATS look-up and automatically populate the Miles field in the itinerary with the official distance from the Defense Official Table of Distances.</li><li>6. Transportation: At this field, a drop-down listing of various transportation modes appears. Click the Up/Down arrows until the desired mode is displayed and then click on the correct mode to make a selection.</li><li>7. Local?: When the mode PA is selected for the transportation, a prompt asking if travel was to/from a local transportation terminal appears. If so, click in this box. If not, press Enter to continue.</li><li>8. Arrival Date: The date at the previous Departure Date field defaults to the Arrival Date field. Press Enter to accept this date or type a new date, in MMDDYY format, if necessary.</li></ol>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>9. Arrive Location: This is the location where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the same method explained at the Depart Location field to select the arrival and DTOD locations.</p> <p>10. Reason for Stop: At this field, a drop-down listing of various reasons for stopping appears. The default value for this field is TD - Temporary Duty. Press Enter if this is correct. If not, click the Up/Down arrows until the desired reason is displayed. Click on the correct reason to make a selection. Click on the definitions button in WINIATS for an explanation of the various reason for stop codes.</p> <p>11. Miles: If not automatically populated by the DTOD look-up feature, type the number of miles claimed by the traveler, if a privately owned vehicle was used. The Defense Table of Official Distances (DTOD) is the official source for worldwide distance information used by the Department of Defense (DoD).</p> <p>Note 1: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary.</p> <p>Note 2: When finished with the itinerary, the Reimbursable tab appears next. However, reimbursable expenses are not normally advanced. If an advance for reimbursable travel expenses is requested, Examiner should contact supervisor for additional guidance.</p> <p>Return to the Entitlements Add Expense button.</p>
4.4.4.3.3	Process TLE Advance, if required	<p>Examiner processes TLE Advance, if required</p> <p>If the Examiner clicks on the TLE option, the Temporary Lodging Entitlement screen appears, and the user must complete this screen to specify the anticipated TLE expenses. Refer to the Help topic, "Completing the TLE Screen" in the WINIATS User Manual for additional instructions.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note: TLE expenses are not normally advanced. If an advance for TLE travel expenses is requested, Examiner should contact supervisor for additional guidance.</p> <p>Return to the Entitlements Add Expense button.</p>
4.4.4.3.4	Process DLA entitlement, if authorized and requested	<p>Examiner processes DLA entitlement, if authorized and requested</p> <p>If the Examiner clicks on the DLA option, IATS automatically calculates the advance Dislocation Allowance payment. Examiner responds to system prompts as required.</p>
4.4.4.3.5	Process DITY Advance, if authorized and requested	<p>Examiner processes DITY Advance, if authorized and requested</p> <p>Completing the DITY Advance screen: Service Members who are authorized to personally move their household goods are entitled to receive an advance payment of the entitlement to assist with the rental of a moving vehicle and the purchase of packing supplies. The DITY Advance screen is used for this purpose.</p> <p>If the Examiner clicks on the DITY option, the DITY Advance screen appears and the Amount to be advanced for DITY move appears.</p> <p>At this screen, type the pre-computed dollar amount for the DITY advance from the DD 2278 at the Amount to be advanced for DITY Move field and press Enter. After entering the advance amount, click on the OK button to save the entry.</p>
4.4.4.4	Complete PCS Advance Calculations	<p>Examiner completes PCS Advance Calculations</p> <p>After processing the specific authorized advances, IATS returns to the Request for an Advance Against an Order screen. To view a summary of the calculations for the advance request, click on the Calculations tab.</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note: At this tab, a summary of the calculations is displayed by expense category. In the %Adv column, a percentage is shown that corresponds to the percentage established at the TDY, MILPCS, or CIVPCS Parameters tabs on the Maintain Advance Percents screen in the IATS Maintenance module. This establishes a limit that may be advanced to the traveler for a particular expense category. The Total column reflects the amount that may be advanced after the limitation is applied. Use the following steps to "complete" the Advance Calculations tab:</p> <ul style="list-style-type: none"> <li>• Date Advance Due: The current date defaults to this field. If this date is correct, no action is necessary. If not, click in this field and type the desired date in MMDDYY format.</li> <li>• Advance Authorized: Click in this field, and the Allocate PCS Advance screen appears. At this screen, the amount calculated by IATS for the particular entitlements appears in the Outstanding field. Examiners should apply all the IATS calculated amounts simply by clicking on the Default button. After applying all of the desired amounts, click on the OK button.</li> </ul> <p>After completing the Calculations tab, click on Next button or the Financial tab to proceed.</p>
4.4.4.5	Complete the Financial tab entries	<p>Examiner completes the Financial tab entries.</p> <p>The Financial tab is used to specify the method of payment, a split payment amount, and to add the accounting information.</p> <p>Refer to <a href="#">PPIB 17-23 and PPIB 17-28</a> for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.</p> <p>Use the following steps to "complete" the Financial tab:</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Method of Payment: Press the Up/Down arrows on the keyboard to scroll through a list of payment options or click on the down arrow to the right of this field. Select EFT unless otherwise directed.</li> <li>• Modify Accounting: Click this button to access the Accounting screen and enter the accounting information. The appropriation will default depending upon the TONO entry. Click Generate (System Generate).</li> <li>• Verify Line(s) of Accounting against orders.</li> </ul> <p>After completing the Accounting lines, click the OK button to save the entries. IATS returns to the Financial tab. If desired, click on the Next button or the Remarks tab and add any necessary remarks. Refer to the Help topic, "Remarks tab", in the WINIATS User Manual, for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen.</p> <p>Note: Remarks are intended as an aid to the Auditor, Travel Office processing the advance, and/or the traveler to draw attention to any out of the ordinary advance processing.</p>
4.4.4.6	Complete the Remarks tab, if required	<p>Examiner completes the Remarks tab, if required</p> <p>After verifying the accounting lines to a Request for Advance, the user may want to add some optional Remarks to the printed travel voucher, the traveler's historical record, or both. If desired, click on the Next button or the Remarks tab and add any necessary remarks. Refer to the Help topic, "Remarks tab" in the WINIATS User Manual for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen.</p> <p>Use the following steps to "complete" the Remarks tab:</p> <p>Click on the Remarks tab. The following screen appears:</p>

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## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Remarks in History: If wishing to add remarks to the traveler's historical record, click in this box and type the desired remarks.</li> <li>• Remarks on Voucher: If wishing to add remarks to the traveler's printed voucher, click in this box and type the desired remarks.</li> </ul> <p>Note: If you wish to add a standard remark from the Standard Voucher Remarks table, click on the Get Standard Voucher Remarks button. The Standard Voucher Remarks screen appears. At the Standard Voucher Remarks screen, click on the down arrow to display a list of remarks and then click on the desired remark. The selected remark will be displayed in the Remarks text box. If you are satisfied with the remark, click on OK. Repeat above steps if you wish to add additional standard remarks.</p> <p>Tip: Any remarks typed in the "Remarks in History" box are automatically copied to the "Remarks on Voucher" box if the user clicks on the Copy button.</p> <p>When finished adding remarks, click on the OK button to save the entries and return to the Request Selection screen.</p>
4.4.5	Are there additional Travel Advance requests to process within the block?	<p>Are there additional Travel Advance requests to process within the block?</p> <p>If Yes, <b>go to 4.4.6</b></p> <p>If No, <b>go to 4.4.7</b></p>
4.4.6	Process additional Travel Advance requests	<p>Examiner processes additional Travel Advance requests within the block</p> <p>After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
	within the block	<p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear.</p> <p><b>Go to 4.4.3</b></p>
4.4.7	Do any processed Travel Advance requests need to be deleted or returned?	<p>Do any processed Travel Advance requests need to be deleted or returned?</p> <p>If No, <b>go to 4.4.8</b> (Release Block for Auditing)</p> <p>If Yes, <b>go to 4.4.7.1</b></p>
4.4.7.1	Do processed advance requests need to be returned to traveler or deleted from block?	<p>Do processed advance requests need to be returned to traveler or deleted from block?</p> <p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear.</p> <p>Note: This feature to initiate the process to return or delete a claim from the Logging of Requests screen cannot occur unless the block has actually been saved and a claim has been saved to the block.</p> <p>If Returned, <b>go to 4.4.7.2</b></p> <p>If Deleted, <b>go to 4.4.7.3</b></p>
4.4.7.2	Return request to Traveler	Examiner returns request to Traveler.

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Some requests received in the travel office cannot be processed. There are various reasons for this - no signature on the voucher, no attached travel orders, etc. Travel Offices frequently receive advance requests that cannot be processed and must be returned to the traveler.</p> <p>The following is a list of IATS Reason Codes for returning a request to a traveler:</p> <ul style="list-style-type: none"><li>• Mode of travel not consistent with orders</li><li>• DD Form 1351-2 not signed</li><li>• Missing AO verification/approval</li><li>• Approving Officer signature required</li><li>• Incomplete or improperly completed itinerary</li><li>• Block 16 of DD Form 1351-2 does not reflect own/operate or passengers</li><li>• Complete highlighted blocks of DD 1351-2</li><li>• Block 6 of DD Form 1351-2 (address) traveler's not commands</li><li>• SSN on orders and DD 1351-2 do not match</li><li>• TLE form required</li><li>• EFT information required</li><li>• Missing travel orders</li><li>• Additional pages (beyond first page) of orders missing</li><li>• Travel orders already liquidated/duplicate claim</li><li>• Missing detaching/reporting endorsements</li><li>• Local travel requires a <a href="#">OF 1164</a> vice a DD 1351-2</li><li>• Missing certificate of non-availability</li><li>• Need to obtain CBQ memo of non-occupancy of government quarters</li><li>• Missing lodging receipts or explanation for missing receipts</li><li>• Original lodging receipts (or faxed receipts from hotel) required</li></ul>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Receipts required for reimbursement over \$75.00</li> <li>• Missing valid receipts for reimbursables or explanation for missing receipts</li> <li>• Official telephone charges must be authorized</li> <li>• Specify whether meals were included in registration/conference fees</li> <li>• Incorrect name on voucher</li> <li>• Incorrect fund site</li> <li>• Incorrect document number/Standard Document Number not complete</li> <li>• Incorrect itinerary</li> <li>• Date(s) of travel incorrect</li> <li>• Orders reflect erroneous or no accounting data</li> <li>• Full reimbursement for commercial air must be substantiated</li> <li>• Rental car requires command authorization</li> <li>• Rental car requires SATO endorsement for reimbursement and approval</li> <li>• DD Form 1351-3 not signed for actual expense</li> <li>• Missing separation travel order</li> <li>• Missing separation travel allowance election</li> <li>• Distance of travel exceeds authorized distance for separation</li> <li>• Missing retirement travel order</li> <li>• Missing retirement home of selection certificate</li> <li>• Missing extension approval for late retirement</li> </ul> <p>Other (Use narrative remarks to specify reason for return)</p>
4.4.7.2.1	Initiate return request to traveler	<p>Examiner initiates return request to traveler.</p> <p>There are (3) methods you can choose for returning a request to the traveler:</p> <p>Method 1: Return a request from the Logging of Requests screen.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Click in the check box at the Flagged for Return column to the left of the SSN/ID field for the claim you wish to return. When you click on OK, the Return Voucher screen will appear.</p> <p>Method 2: Return a request from the Examiner View screen.                      At the Examiner View screen, click on the File menu and then click on the Return Requests option. The Traveler Selection screen appears.                      At the Traveler Selection screen, type the traveler's SSN for the request being returned at the Find ID field. When the account information appears, click the OK button. The Return Voucher Record Selection screen appears.                      At this screen, click on the order number for the request being returned and then click the OK button. The Return Voucher screen will appear.</p> <p>Method 3: Initiate the process to return a request from the Request Selection screen.                      At the Request Selection screen, click on the claim you wish to return. When the desired claim has been selected, click on the Return Request button. The Return Voucher screen will appear.</p>
4.4.7.2.2	Complete return request to traveler	<p>Examiner completes return request to traveler.</p> <p>From the Returning Claims to Traveler screen complete the following fields:</p> <ol style="list-style-type: none"> <li>1. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes.</li> <li>2. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address.</li> <li>3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>list is displayed, click on the desired reason to make a selection (Refer to <b>Step 4.4.7.2</b> as required).</p> <p>4. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the instructions from step (3) above to add additional reasons.</p> <p>5. Remarks: Click in this field and type a remark if desired.</p> <p>Click Ok.</p>
4.4.7.2.3	Notify CPPA via eCRM	<p>Examiner notifies CPPA via eCRM.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support claim processing.</p> <p><b>Go to 4.4.7</b></p>
4.4.7.3	Delete an Advance Request for Settlement from the block	<p>Examiner deletes an Advance Request for Settlement from the block.</p> <p>On occasion, a request for advance must be deleted from a block. For example, a claim may have been logged to the wrong block, or was computed, but cannot be disbursed because of a missing receipt. Complete the following steps to "delete" an Advance Request for Settlement:</p> <p>1. At the Examiner View screen, select a block through one of the following methods:</p> <p>Method 1: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button.</p> <p>Method 2: Click on the desired block listed under the To Do section and then click on the File menu at the top left corner of the screen. A drop-down menu appears listing several options. Click on the Process Block option.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note: After selecting a block using one of the (2) methods listed above, the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section.</p> <ol style="list-style-type: none"><li>At the Request Selection screen, click on the request to be deleted.</li><li>When the correct request is highlighted, click the Delete button. The Delete this Request for a Settlement Against an Order screen appears.</li><li>At this screen, click the Delete button. A message will appear asking if you are sure you wish to delete the request. Click the Yes button.</li><li>If the option in the IATS Maintenance module has been activated to generate the "Deleted Details Report," the Reason For Deletion of Claim screen appears.</li></ol> <p>Note: The Reason for Deletion of Claim screen only appears when the option "Reason for Delete" has been enabled in the Maintenance module. If this screen does not appear, proceed to step 10.</p> <ol style="list-style-type: none"><li>At the Reason for Deletion of Claim screen, you have the option of placing up to four reasons for deleting the request by clicking on the Down arrow button at the Reason fields.</li></ol> <p>Tip: At the Reason for Deletion of Claim screen, you have the option of either selecting a reason or simply entering a remark into the Remarks text box. One or the other is required. You may also do both - select a reason from the drop-down list and add a remark if desired.</p> <ol style="list-style-type: none"><li>If you click on the Down arrow button, a list of all of the reasons that were previously entered into the "Reasons for Claim Deletion" table in the Maintenance module, will be displayed.</li><li>Click on the desired reason from the drop-down list of reasons that will appear after you click on the Down arrow button. Or click in the Remarks text box and type the reason the request is being deleted.</li><li>After selecting a reason, entering a remark, or both, click on OK.</li><li>The Confirmation Password screen appears next. Type your confirmation password at the Enter Password field and press Enter or click the OK button. IATS deletes the request and returns to the Request Selection screen.</li></ol>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
4.4.7.4	Notify CPPA via eCRM, as necessary	<p>Examiner notifies CPPA via eCRM, as necessary.</p> <p>Notify CPPA via eCRM as necessary to explain reason for Deleting the Advance Request for Settlement and for additional documentation required to support advance processing, if required.</p> <p><b>Go to 4.4.7</b></p>
4.4.8	Release block for auditing	<p>Examiner releases block for auditing</p> <p>From the Request Selection screen, select done, which returns Examiner to their queued work screen:</p> <ul style="list-style-type: none"> <li>• Select (highlight) block for release.</li> <li>• Select "Release Block" button.</li> <li>• Enter Confirmation Code.</li> <li>• Print block number, attach all the advances in block-to-block number and deliver to the Auditor.</li> </ul>
4.5	Log out of IATS	<p>Examiner logs out of IATS, if appropriate</p> <p>Refer to <b>Step 4.3</b>, if required.</p>
5	Audit Travel Advance Request	<p>Audit Travel Advance Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel advance requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities.</p> <p>Auditing Overview:</p> <ul style="list-style-type: none"> <li>• After an advance is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex, and Voucher Examiners are not always</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>experienced. For these reasons, it is a good idea to have a supervisor, or experienced Voucher Examiner audit certain claims prior to payment.</p> <ul style="list-style-type: none"> <li>• Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the Voucher Examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the Auditor or assigned to the Auditor by the System Administrator.</li> <li>• Then, if any errors are found, the Auditor must reassign the block back to the Voucher Examiner for corrections. After the corrections are made, the Voucher Examiner must again release the block for further processing.</li> <li>• Once all claims in a block are audited and any required corrections are made, the block must be released by the Auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with Auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.</li> </ul>
5.4	Perform a forced audit	<p>Auditor performs a forced audit.</p> <p>Using the forced method, the Auditor must view all of the input screens for the advance request flagged for audit. If the Auditor discovers an error requiring correction, the block must be returned to the Examiner and the Examiner must modify the previously entered request for advance.</p>
5.4.8	Make corrections to travel advance request	<p>Examiner makes corrections to travel advance request and then releases block back to Auditor.</p> <p>After Auditor reassigns the block back to the Voucher Examiner for corrections, the Examiner reviews Auditor's remarks and makes corrections to travel advance request(s) as required by performing appropriate actions detailed in <b>Step 4</b>.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>After the corrections are made, the voucher examiner must again release the block to the Auditor for further processing.</p> <p><b>Go to 5.1</b></p> <p>Note: Once all of the travel advance requests within a block are audited and any required corrections are made, the block can be released by the Auditor to disbursing for further processing.</p>
5.4.9	Do request(s) within the audited block need to be returned for correction?	<p>Do request(s) within the audited block need to be returned for correction?</p> <p>If Yes, <b>go to 5.4.9.1</b></p> <p>If No, <b>go to 5.4.10</b></p> <p>The following is a list of IATS Reason Codes for returning a request:</p> <ul style="list-style-type: none"> <li>• Mode of travel not consistent with orders</li> <li>• DD Form 1351-2 not signed</li> <li>• Missing AO verification/approval</li> <li>• Approving Officer signature required</li> <li>• Incomplete or improperly completed itinerary</li> <li>• Block 16 of DD Form 1351-2 does not reflect own/operate or passengers</li> <li>• Complete highlighted blocks of DD 1351-2</li> <li>• Block 6 of DD Form 1351-2 (address) Service Member's not commands</li> <li>• SSN on orders and DD 1351-2 do not match</li> <li>• TLE form required</li> <li>• EFT information required</li> <li>• Missing travel orders</li> <li>• Additional pages (beyond first page) of orders missing</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"><li>• Travel orders already liquidated/duplicate claim</li><li>• Missing detaching/reporting endorsements</li><li>• Local travel requires a <a href="#">OF 1164</a> vice a DD 1351-2</li><li>• Missing certificate of non-availability</li><li>• Need to obtain CBQ memo of non-occupancy of government quarters</li><li>• Missing lodging receipts or explanation for missing receipts</li><li>• Original lodging receipts (or faxed receipts from hotel) required</li><li>• Receipts required for reimbursement over \$75.00</li><li>• Missing valid receipts for reimbursables or explanation for missing receipts</li><li>• Official telephone charges must be authorized</li><li>• Specify whether meals were included in registration/conference fees</li><li>• Incorrect name on voucher</li><li>• Incorrect fund site</li><li>• Incorrect document number/Standard Document Number not complete</li><li>• Incorrect itinerary</li><li>• Date(s) of travel incorrect</li><li>• Orders reflect erroneous or no accounting data</li><li>• Full reimbursement for commercial air must be substantiated</li><li>• Rental car requires command authorization</li><li>• Rental car requires SATO endorsement for reimbursement and approval</li><li>• DD Form 1351-3 not signed for actual expense</li><li>• Missing separation travel order</li><li>• Missing separation travel allowance election</li><li>• Distance of travel exceeds authorized distance for separation</li><li>• Missing retirement travel order</li><li>• Missing retirement home of selection certificate</li></ul>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>Missing extension approval for late retirement</li> </ul> <p>Other (Use narrative remarks to specify reason for return)</p>
5.4.9.6	Make corrections and return request to Auditor	<p>Examiner makes corrections and returns request to Auditor.</p> <p>Examiner makes corrections to travel advance request and then returns request back to Auditor.</p> <p>After Auditor reassigns the block/request back to the voucher Examiner for corrections, the Examiner reviews Auditor's remarks and makes corrections to travel advance request(s) as required by performing appropriate actions detailed in <b>Step 4</b>.</p> <p>After the corrections are made, the voucher Examiner must again release the block to the Auditor for further processing.</p> <p><b>Go to 5.4.1</b></p> <p>Note: Once all of the travel advance requests within the block are audited and any required corrections are made, the block can be released by the Auditor to disbursing for further processing.</p>
5.5	Review blocks for disbursement processing	<p>Disbursing Clerk reviews blocks for disbursement processing.</p> <p>Once the Disbursing Clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the Voucher Examiner or Auditor for corrections or review.</p>
5.5.5	Make corrections to travel	<p>Examiner/Auditor makes corrections to travel advance request and then releases block back to the disbursing clerk.</p>

# MILPCS TRAVEL ADVANCE SOP

## EXAMINER

STEP #	FLOW TEXT	ADDITIONAL TEXT
	advance request	<p>Examiner/Auditor makes corrections to travel advance request in accordance with disbursing clerk remarks.</p> <p>After the corrections are made, the Voucher Examiner/Auditor must again release the block to the disbursing clerk for further processing.</p> <p><b>Go to 5.5.1</b></p>
7	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS	<p>Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS.</p> <p>After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.</p>
7.13	Close eCRM case(s)	<p>Examiner closes eCRM case(s)</p> <p>Examiner logs into eCRM, identifies dispatched eCRM Travel Advance transactions from the current days download, informs CPPA claim paid by posting remark on the eCRM case, and changes transaction status to "complete".</p>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## DISBURSING CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
5	Audit Travel Advance Request	<p>Audit Travel Advance Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel advance requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities.</p> <p>Auditing Overview:</p> <ul style="list-style-type: none"> <li>• After an advance is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex, and Voucher Examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced Voucher Examiner audit certain claims prior to payment.</li> <li>• Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the Voucher Examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the Auditor or assigned to the Auditor by the System Administrator.</li> <li>• Then, if any errors are found, the Auditor must reassign the block back to the Voucher Examiner for corrections. After the corrections are made, the Voucher Examiner must again release the block for further processing.</li> <li>• Once all claims in a block are audited and any required corrections are made, the block must be released by the Auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with Auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.</li> </ul>
5.4	Perform a forced audit	<p>Auditor performs a forced audit.</p> <p>Using the forced method, the Auditor must view all of the input screens for the advance request flagged for audit. If the Auditor</p>

# MILPCS TRAVEL ADVANCE SOP

## DISBURSING CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
		discovers an error requiring correction, the block must be returned to the Examiner and the Examiner must modify the previously entered request for advance.
5.4.11	Does the same individual have Auditor and Disbursing Clerk role assignment?	Does the same individual have Auditor and Disbursing Clerk role assignment?  If Yes, <b>go to 5.6</b> If No, <b>go to 5.5</b>
5.5	Review blocks for disbursement processing	Disbursing Clerk reviews blocks for disbursement processing.  Once the Disbursing Clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the Voucher Examiner or Auditor for corrections or review.
5.5.1	View blocks	Disbursing Clerk views blocks in the Disbursing View  Before processing a block, the disbursing clerk should view the block to determine what types of payments the block contains. Complete the following steps to "view" a block: <ul style="list-style-type: none"> <li>• At the Disbursing View screen, click on the listed block that you wish to view and then click the View Block button. The Request Selection screen appears.</li> <li>• At the Request Selection screen, all requests assigned to the block are listed.</li> <li>• If finished reviewing the block, click the Done button.</li> </ul> <p>Tip: The user may also view the input screens for the requests if desired.</p>
5.5.2	View requests	Disbursing Clerk views requests

# MILPCS TRAVEL ADVANCE SOP

## DISBURSING CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Complete the following steps to "view" a request:</p> <ul style="list-style-type: none"> <li>• At the Request Selection screen, select a request through one of the following methods:                             <ul style="list-style-type: none"> <li>o Method 1: Double click on the desired request.</li> <li>o Method 2: Click on the request once and then click the View/Modify button.</li> </ul> </li> <li>• After selecting a request using one of the methods listed above, the Request for Advance Against an Order screen appears.</li> <li>• At this screen, click on the appropriate tab to view the necessary input screen.                             <p style="margin-left: 20px;">Tip: If needing to view the Itinerary or Reimbursables tab, click on the Entitlements tab, click on the listed entitlement or expense, and then click on the View/Modify button. The Itinerary and Reimbursables tab will then be visible.</p> </li> <li>• When finished viewing the desired input screens, click on the OK button at the Request for Advance Against an Order screen. IATS returns to the Request Selection screen.</li> <li>• Click the Done button to return to the Disbursing View screen if finished viewing the block.</li> </ul>
5.5.3	Does block need to be returned to Examiner or Auditor for correction?	<p>Does block need to be returned to Examiner or Auditor for correction?</p> <p>Yes, <b>go to 5.5.4</b></p> <p>No, <b>go to 5.6</b></p>
5.5.4	Return block(s) for correction	<p>Disbursing Clerk returns block(s) for correction.</p> <p>Once the Disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to be sure that the block is ready for disbursement. If a problem is discovered, the</p>

# MILPCS TRAVEL ADVANCE SOP

## DISBURSING CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>block may have to be returned to the Voucher Examiner or Auditor for corrections or review.</p> <p>Complete the following steps to "return" a block:</p> <ul style="list-style-type: none"> <li>• At the Disbursing View screen, click on the Send to Disbursing tab and then click desired block listed under the heading "Blocks Available for Upload to Disbursing".</li> <li>• After selecting a block, click on the File menu and then click on the Return Block(s) option. The Confirmation Password screen appears.</li> <li>• Type the confirmation password at the Enter Password field and then click the OK button. The Return Message screen appears.</li> <li>• At this screen, type a brief message explaining why the block is being returned and what action to take, then click the OK button. The Return to Whom screen appears next.</li> <li>• At the Return to Whom screen, click in the circle next to the option you wish to choose and then click on the OK button. IATS returns the block to the individual selected.</li> </ul> <p>Tip: When the Voucher Examiner/Auditor sees the returned block listed at the Examiner View or Auditor View screen, the message that was entered by the disbursing clerk is displayed at the bottom of the screen.</p>
5.6	Grab blocks, print Block Selection Screen and release Blocks to Disbursing	<p>Disbursing Clerk grabs blocks, prints Block Selection Screen and releases Blocks to Disbursing</p> <p>All block(s) that have been assigned to the disbursing clerk are listed at the Disbursing View screen. Initially, the block status is shown as "Awaiting Release". The disbursing clerk must release the blocks(s) and change the status to "Released For Disbursement" before attempting to perform the various disbursing processes.</p>
5.6.1	Grab blocks for Release to Disbursing	Disbursing Clerk grabs blocks for Release to Disbursing and prints Block Selection Screen

# MILPCS TRAVEL ADVANCE SOP

## DISBURSING CLERK

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Blocks that have been released by the Auditor will be in an "awaiting release" status in IATS. Select Disbursing Functions, click on "Grab Blocks" button. Select each block to be disbursed by holding the CTRL button and clicking on each block individually (below right); if all blocks displayed are to be released, you may simply select the "Select All" button. Once the blocks to be released have been selected, click the "Print" button, and select "Print Block Selection Screen". Then, click the "OK" button.</p>
5.6.2	Release blocks to Disbursing	<p>Disbursing Clerk releases blocks to Disbursing.</p> <p>Complete the following steps to "release" a block:</p> <ul style="list-style-type: none"><li>• At the Disbursing View screen, click on the Send to Disbursing tab. All blocks in the status "Awaiting Release" will be listed.</li><li>• Click on the listed block that you wish to release. Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks.</li><li>• When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear.</li><li>• At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter.</li></ul> <p>Once entered, the block(s) will be released to the "Uploading to Disbursing" file.</p>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
5	Audit Travel Advance Request	<p>Audit Travel Advance Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel advance requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities.</p> <p>Auditing Overview:</p> <ul style="list-style-type: none"> <li>• After an advance is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex, and Voucher Examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced Voucher Examiner audit certain claims prior to payment.</li> <li>• Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the Voucher Examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the Auditor or assigned to the Auditor by the System Administrator.</li> <li>• Then, if any errors are found, the Auditor must reassign the block back to the Voucher Examiner for corrections. After the corrections are made, the Voucher Examiner must again release the block for further processing.</li> <li>• Once all claims in a block are audited and any required corrections are made, the block must be released by the Auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with Auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.</li> </ul>
5.1	Login to IATS in the Auditor View mode or change the	<p>Auditor logs in to IATS in the Auditor View mode or changes the View to Auditor, if necessary</p> <p>Refer to <b>Step 4.1</b>, as required.</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
	View to Auditor, if necessary	
5.2	Select block for audit	<p>Auditor selects block for audit.</p> <p>Before a block of requests can be audited, the block must be assigned to an Auditor. The most common method of assigning a block is for the Auditor to "grab" the desired block from those available. After incoming claims are logged to a block or when a block is released for further processing, the block resides in a pool awaiting assignment. Alternatively, the block requiring audit is assigned to the Auditor. The process begins at the Auditor View screen. At this screen, select the block requiring audit.</p> <p>Complete the following steps to "grab" a block:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Grab Blocks button and the Block Selection screen appears.</li> <li>• Select a block by double clicking on the desired block or by clicking on the block once and then clicking the OK button.</li> </ul> <p>Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button.</p> <ul style="list-style-type: none"> <li>• After selecting a block, the Confirmation Password screen appears. Complete the process by typing your assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.</li> </ul>
5.3	Select requests for audit	<p>Auditor selects requests for audit.</p> <p>Note: After selecting a block the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. Current NPPSC policy requires a 100% audit and certification of all advance and settlement requests.</p> <p>At the Request Selection screen, select a request through one of the following methods:</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Method 1: Double click on the desired request.</li> <li>• Method 2: Click on the request once and then click the View/Audit button.</li> </ul>
5.4	Perform a forced audit	<p>Auditor performs a forced audit.</p> <p>Using the forced method, the Auditor must view all of the input screens for the advance request flagged for audit. If the Auditor discovers an error requiring correction, the block must be returned to the Examiner and the Examiner must modify the previously entered request for advance.</p>
5.4.1	Conduct audit of PCS Travel Advance requests	<p>Auditor conducts audit of PCS Travel Advance requests.</p> <p>Complete the following steps to "audit" previously entered advance requests by viewing the input screens:</p> <ul style="list-style-type: none"> <li>• Once a request from the block is selected for audit. The Request for Advance Against an Order screen will appear.</li> <li>• View all the input screens and verify data entries against the source documentation in the eCRM travel advance request. These are the five tabs that have to be viewed in their entirety: <ul style="list-style-type: none"> <li>○ Remit To</li> <li>○ Entitlements (What's Authorized)</li> <li>○ Calculations</li> <li>○ Financial</li> <li>○ Remarks</li> </ul> </li> <li>• Make notes of any errors during the review of the entire advance.</li> </ul> <p>Note 1: The Auditor must review all input screens in order for WINIATS to allow Auditor to complete audit.</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Note 2: The Auditor cannot make corrections to the travel advance request. Corrections can only be made by the Examiner.</p> <p>Note 3: If during a forced audit, the Auditor attempts to exit the travel advance prior to the review of all required screen inputs, WINIATS will prompt the Auditor that the audit is not completed and identify the remaining screens that require audit.</p> <p>When finished viewing all the input screens, click on the OK button at the Request for Advance Against an Order screen. IATS returns to the Request Selection screen.</p>
5.4.2	View Travel Account information, if required	<p>Auditor views Travel Account information, if required</p> <p>Viewing Travel Accounts: While WINIATS does not force the Auditor to view the traveler's account information (e.g., verify suspect EFT information), it is a good business practice since the Auditor assumes the pecuniary responsibility for all elements of the MILPCS Advance once the audit is complete.</p> <p>Complete the following steps to "view" a travel account:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Tools menu. A drop-down list of options appears.</li> <li>• Click on the Traveler Profile option and the Traveler Selection screen appears.</li> <li>• At the Traveler Selection screen type the Social Security Number (SSN), for the traveler whose account you wish to view, at the Find ID field and press Enter or click on the OK button. The Traveler Account screen appears.</li> <li>• View Traveler Account screen tabs as appropriate and make any necessary correction annotations as required.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>When finished viewing the travel account, click on the OK or Cancel button.</li> </ul>
5.4.3	View Daily Calculations information to identify any travel advance computational errors	<p>Auditor views Daily Calculations information to identify any travel advance computational errors.</p> <p>Complete the following steps to "display" the daily calculations:</p> <ul style="list-style-type: none"> <li>Click on the Entitlements tab at the Request for Advance screen.</li> <li>At the Entitlements tab, click on the entitlement or expense you wish to display the daily calculations for.</li> <li>When the entitlement or expense is highlighted, click on the Daily Calcs button. The Daily Calculations screen appears.</li> </ul> <p>When finished reviewing this screen, click the OK button to return to the previous screen.</p>
5.4.4	Mark request as being audited	<p>Auditor marks request as being audited.</p> <p>Note: If Auditor selects No, then travel advance request will have to be re-audited in its entirety.</p>
5.4.5	Do additional PCS travel advance requests within the block require audit?	<p>Do additional PCS travel advance requests within the block require audit?</p> <p>If Yes, <b>go to 5.3</b></p> <p>If No, <b>go to 5.4.6</b></p>
5.4.6	Does the audited block need to be returned to Examiner for correction?	<p>Does the audited block need to be returned to Examiner for correction?</p> <p>If Yes, <b>go to 5.4.7</b></p> <p>If No, <b>go to 5.4.9</b></p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.7	Return block to Examiner for correction	<p>Auditor returns block to Examiner for correction.</p> <p>After auditing all the advance requests within a block, it may be necessary to return the block to the Examiner for correction. Complete the following steps to "return" a block to the Examiner for correction:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Return Block button or click on the File menu and select the Return Block(s) option. The Confirmation Password screen appears.</li> <li>• At the Confirmation Password screen, type the confirmation password at the Enter Password field and click the OK button. The Return Message screen appears.</li> </ul> <p>At this screen, type a brief message explaining why the block is being returned and then click the OK button. IATS returns the block back to the Examiner who originally had it.</p>
5.4.9	Do request(s) within the audited block need to be returned for correction?	<p>Do request(s) within the audited block need to be returned for correction?</p> <p>If Yes, <b>go to 5.4.9.1</b></p> <p>If No, <b>go to 5.4.10</b></p> <p>The following is a list of IATS Reason Codes for returning a request:</p> <ul style="list-style-type: none"> <li>• Mode of travel not consistent with orders</li> <li>• DD Form 1351-2 not signed</li> <li>• Missing AO verification/approval</li> <li>• Approving Officer signature required</li> <li>• Incomplete or improperly completed itinerary</li> <li>• Block 16 of DD Form 1351-2 does not reflect own/operate or passengers</li> <li>• Complete highlighted blocks of DD 1351-2</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"><li>• Block 6 of DD Form 1351-2 (address) Service Member's not commands</li><li>• SSN on orders and DD 1351-2 do not match</li><li>• TLE form required</li><li>• EFT information required</li><li>• Missing travel orders</li><li>• Additional pages (beyond first page) of orders missing</li><li>• Travel orders already liquidated/duplicate claim</li><li>• Missing detaching/reporting endorsements</li><li>• Local travel requires a <a href="#">OF 1164</a> vice a DD 1351-2</li><li>• Missing certificate of non-availability</li><li>• Need to obtain CBQ memo of non-occupancy of government quarters</li><li>• Missing lodging receipts or explanation for missing receipts</li><li>• Original lodging receipts (or faxed receipts from hotel) required</li><li>• Receipts required for reimbursement over \$75.00</li><li>• Missing valid receipts for reimbursables or explanation for missing receipts</li><li>• Official telephone charges must be authorized</li><li>• Specify whether meals were included in registration/conference fees</li><li>• Incorrect name on voucher</li><li>• Incorrect fund site</li><li>• Incorrect document number/Standard Document Number not complete</li><li>• Incorrect itinerary</li><li>• Date(s) of travel incorrect</li><li>• Orders reflect erroneous or no accounting data</li><li>• Full reimbursement for commercial air must be substantiated</li><li>• Rental car requires command authorization</li><li>• Rental car requires SATO endorsement for reimbursement and approval</li></ul>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• DD Form 1351-3 not signed for actual expense</li> <li>• Missing separation travel order</li> <li>• Missing separation travel allowance election</li> <li>• Distance of travel exceeds authorized distance for separation</li> <li>• Missing retirement travel order</li> <li>• Missing retirement home of selection certificate</li> <li>• Missing extension approval for late retirement</li> </ul> <p>Other (Use narrative remarks to specify reason for return)</p>
5.4.9.1	Do request(s) within the audited block need to be returned to Examiner or Traveler?	<p>Do request(s) within the audited block need to be returned to Examiner or Traveler?</p> <p>If Traveler, <b>go to 5.4.9.2</b></p> <p>If Examiner, <b>go to 5.4.9.4</b></p>
5.4.9.2	Return request to a traveler	<p>Auditor returns request to a traveler.</p> <p>While performing an audit, the Auditor may determine that it is necessary to return the claim back to the traveler. A feature was added to IATS that allows the Auditor to perform this task instead of sending the block back to the Examiner and having the Examiner return the claim.</p> <p>Complete the following steps to "return" a request to the Traveler:</p> <ol style="list-style-type: none"> <li>1. If it is determined that the request must be returned to the Traveler, click on the Return Request button. A sub-menu appears.</li> <li>2. Click on the Return Request to Traveler option. The Return Voucher screen appears.</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>3. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes.</p> <p>4. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address.</p> <p>5. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection.</p> <p>6. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the instructions from step (5) above to add additional reasons.</p> <p>7. Remarks: Click in this field and type a remark if desired.</p> <p>8. Click on OK to save. When finished saving the Request Selection screen appears allowing you to return a request for a different person, if desired, or continue auditing the block.</p> <p>If you do not want to return a request for another individual, or continue auditing the block, click on the Done button to return to the Auditor View screen.</p>
5.4.9.3	Notify CPPA via eCRM	<p>Auditor notifies CPPA via eCRM.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support claim processing.</p> <p>When CPPA returns documentation, continue audit.</p> <p><b>Go to 5.4.1</b></p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.9.4	Return request to the Examiner	<p>Auditor returns request to the Examiner.</p> <p>While performing an audit, the Auditor may determine that it is necessary to return the claim back to the Examiner. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire block back to the Examiner and holding up the other claims on the block.</p> <p>Complete the following steps to "return" a request to an Auditor or an Examiner:</p> <ol style="list-style-type: none"><li>1. If it is determined that the request must be returned to an Auditor or an Examiner, click on the Return Request button. A sub-menu appears.</li><li>2. Click on the Return Request to Auditor/Examiner option. The Return Request screen appears.</li><li>3. Assign to: Click in the circle next to Examiner</li><li>4. At the Find field, you can type the number of the block you wish to transfer a claim from and then press Enter.</li><li>5. Move to Block: Click on the down arrow button. A drop-down listing appears displaying all of the blocks that match the criteria for the block selected. Click on the desired block number to make a selection or type the number to create a new block. If automatic block numbering is activated, type the word New to create a new block, if applicable.</li><li>6. Enter confirmation password: After making your required selections. Click in the Enter confirmation password field and type your confirmation password.</li><li>7. Click on the Return button.</li><li>8. IATS returns the request, and the Request Selection screen appears allowing you to return another request or continue auditing the block.</li></ol> <p>If you do not want to return another request or continue auditing the block, click on the Done button to return to the Auditor View screen.</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.4.9.5	Enter Auditor Remarks/Comments	<p>Auditor enters Auditor Remarks/Comments</p> <p>If a claim requires audit, sometimes it is necessary to make detailed comments that the Examiner will need to see so that all of the required changes are made.</p> <p>The Reasons For Auditor Return screen is used for this purpose. Complete the following steps to "enter" Auditor Remarks:</p> <ol style="list-style-type: none"> <li>1. When performing an audit, you will see an Auditor Remark button on the Request for Settlement or Advance screen.</li> <li>2. Click on the Auditor Remark button. The Reasons For Auditor Return screen will appear.</li> <li>3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection.</li> <li>4. Users may add up to (3) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the instructions from step (3) above to add additional reasons.</li> <li>5. Auditor Comments: Click in this field and type a remark if desired. Click on the Save Reasons Now button when you are finished.</li> </ol>
5.4.10	Release block to Disbursing Clerk for further processing	<p>Auditor releases block to Disbursing Clerk for further processing.</p> <p>Once the Auditor is certain that there are no outstanding logged requests within the block, the next step is to release it for further processing. Complete the following steps to "release" a block:</p> <p>At the Auditor View screen, click on the listed block that you wish to release.</p> <p>Note: Before attempting to release a block, it's good idea to determine that all requests on the block have been processed. This is accomplished by double clicking on the desired block. The Request</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>Selection screen appears. Look at the Status field to ensure the status of each request is Entered. If there are any requests in the status "Logged" or "Awaiting Audit", the request must be processed or deleted from the block before the block may be released.</p> <p>Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks.</p> <ul style="list-style-type: none"><li>• When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear.</li><li>• At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter.</li><li>• After entering the confirmation password, a message appears asking if you wish to print the block tickets for the blocks being released. Click on Yes or No as desired.</li></ul> <p>Note: It's a good business practice to always print the block ticket to use as a cover sheet. Advance requests are sometimes added to the block or deleted during the processing phase and may not reflect the cover sheet originally printed if the block was initially logged into IATS through the logging process. Disbursing clerks can also use the latest block ticket cover sheet to verify that a valid request exists for the transactions that appear in the upload file.</p>
5.5	Review blocks for disbursement processing	<p>Disbursing Clerk reviews blocks for disbursement processing.</p> <p>Once the Disbursing Clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the Voucher Examiner or Auditor for corrections or review.</p>

# MILPCS TRAVEL ADVANCE SOP

## AUDITOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
5.5.5	Make corrections to travel advance request	<p>Examiner/Auditor makes corrections to travel advance request and then releases block back to the disbursing clerk.</p> <p>Examiner/Auditor makes corrections to travel advance request in accordance with disbursing clerk remarks.</p> <p>After the corrections are made, the Voucher Examiner/Auditor must again release the block to the disbursing clerk for further processing.</p> <p><b>Go to 5.5.1</b></p>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	<p>System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment.</p> <p>Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.</p>
6.1	Prepare WINIATS for file upload to disbursing system	<p>System Administrator prepares WINIATS for file upload to disbursing system.</p> <p>After disbursing clerk has released the block(s) and changed the status to "Released For Disbursement" the following disbursing functions may be performed:</p> <p>Change to the System Administrator view, expand "Upload to Mainframe", and select "Upload Transactions to Disbursing System". Make sure that the "Upload File of Size" block shows "0". If not, select the "Delete Upload File from Disk" and follow the screen prompts.</p> <p>Note: Regardless of Upload File of Size status, select "Delete Upload File from Disk" and follow the screen prompts. This best practice ensures that any stray or errant files from the last upload are not inadvertently retransmitted/uploaded to the Disbursing System.</p>
6.2	Append and rename upload file	<p>System Administrator appends and renames upload file.</p> <p>After the deletion of the previous files is complete, you will be returned to the "Upload Data to ADS Disbursing System" display (below left). Select the "Create/Append Upload File with Blocks Released to Disbursing" button and click in the "Copy/Rename ASCII File" check box (below right). You may now proceed with creating your upload file.</p>
6.3	Assign batch number and	<p>System Administrator assigns batch number and completes block field file designations for upload.</p>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
	complete block field file designations for upload	At the "Upload Data to ADS Disbursing System" display, click "OK". The "ADS File & Header Information" display will appear. Assign the next batch number (locally assigned batch number), fill the block field with a zero and your TSC UIC (ex: 042574), and submission number (same as the locally assigned batch number), and click ok. The ADS screen will appear. Print the screen. This has your count and dollar value to upload to the SFTP. If you don't print, the screen will not be available to reprint later. This creates your (#####).tv1 file to be transmitted, i.e., 43339126.tv1 (UIC and batch#.tv1).
6.4	Select blocks for upload	<p>System Administrator selects blocks for upload.</p> <p>The "Block Selection - Uploading to Disbursing" screen will be displayed. Select only the blocks to be released for payments; all blocks displayed should be blocks intended for upload/payment. If so, you may click on the "Select All" button and click "OK". If not, select each block that will be transmitted by holding the CTRL button and clicking on each block individually; then click "OK". You will be prompted to input your confirmation password.</p>
6.5	Receive acknowledgement file has been created for upload	<p>System Administrator receives acknowledgement file has been created for upload.</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>A pop-up will appear showing the file has been successfully created. Click "OK". The "ADS File Totals" display will appear; print the screen and retain it - this has the total number of and amount of payments contained in the upload file that you have created and will transmit via SFTP to the ADS system. Print it prior to clicking the "Exit" button; the screen will not be available to reprint later. This</p>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		creates your #####XXX.tvl file to be transmitted (##### = UIC and XXX = batch number; ".TVL" is the file extension).
6.6	Sign into SFTP and transfer batch file from local drive to DFAS folder for upload	<p>System Administrator signs into SFTP and transfers batch file from local drive to DFAS folder for upload</p> <p>Sign into SFTP; on the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Open the "Upload" folder from the C:\ drive, locate the batch file to be uploaded, and click and drag it to the DFAS folder labelled "ITS" on the right side of the window.</p>
6.7	Receive acknowledgement from DFAS	<p>System Administrator receives acknowledgement from DFAS.</p> <p>Within a few minutes of uploading the file to the ITS folder, an acknowledgement file will be available for download from the DFAS "ACK" folder. Open the "Download" file from the C:\ drive; then open the "ACK" folder on the DFAS side. Locate the acknowledgement file by UIC and Julian date. The file name will be #####XXX.ACT (##### = UIC, XXX = Julian date, and ".ACT" is the file extension). Click and drag the acknowledgement file to the C:\Download\ACK folder.</p>
6.8	Compare and verify WINIATS and DFAS files	<p>System Administrator compares and verifies WINIATS and DFAS files.</p> <p>Open the acknowledgement file and compare it to your ADS file print; ensure the number of transactions matches. Once verified that DFAS has received the file for processing, go back to WINIATS and delete the upload file.</p> <p>Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.</p>
7	Download and process files	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS.

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
	from DFAS ADS system via SFTP to make corrections and update WINIATS	After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.
7.1	Log into SFTP secure server	System Administrator logs into SFTP secure server
7.2	Download the EFT Correction Listing file from ADS	<p>System Administrator downloads the EFT Correction Listing file (NOC file) from ADS, only if required.</p> <p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data.</p> <p>Download EFT Correction Listing file (NOC file), only if required.</p> <ul style="list-style-type: none"> <li>• Open the NOC folder (DFAS folders) on the right and side of the screen.</li> <li>• Locate the EFT Error File for the Travel Office UIC, if any were generated from previous uploads (XXXXX.Y.NOC).</li> <li>• Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.3	Download Vouchers Disbursed Vouchers Rejected file from ADS	<p>System Administrator downloads Vouchers Disbursed Vouchers Rejected file (305 file) from ADS.</p> <p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data.</p>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Open the NOT folder (DFAS folders) on the right-hand side of the screen. After specifying the desired directory, the download file(s) will appear in the right portion of the screen.</li> <li>• Scroll to UIC and locate the XXXXX.305 file (Vouchers Disbursed Vouchers Rejected file) within the NOT folder.</li> <li>• Click on the appropriate UIC.305 file.</li> <li>• Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.4	Do NOC or 305 files require further processing?	<p>Do NOC or 305 files require further processing?</p> <p>If Yes, <b>go to 7.5</b></p> <p>If No, <b>go to 7.9</b></p>
7.5	Does 305 file identify rejected transactions?	<p>Does 305 file identify rejected transactions?</p> <p>Vouchers Disbursed Vouchers Rejected file (305 file) may show rejected transactions from previous day upload.</p> <p>If yes, <b>go to 7.6</b></p> <p>If No, <b>go to 7.7</b></p>
7.6	Process rejected transaction(s)	<p>System Administrator processes rejected transaction(s)</p> <p>System Administrator makes any corrections to reject transaction(s) within MMPA RAVC and verifies that transaction(s) are processed in the following day's download from the ADS.</p> <p>System Administrator prints any MMPA RAVC corrections for Retain file.</p>
7.7	Did NOC file identify any EFT corrections	<p>Did NOC file identify any EFT corrections for processing?</p>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
	for processing?	EFT Correction Listing file (NOC file) may identify transactions/payments that were properly processed, but that may or may not have been disbursed, based upon the nature of the EFT error.  If Yes, <b>go to 7.8</b> If No, <b>go to 7.9</b>
7.8	Make corrections to traveler accounts, as required	System Administrator makes corrections to traveler accounts, as required.
7.8.1	Review EFT correction listing for command	System Administrator reviews EFT correction listing for command
7.8.2	Was EFT returned as undeliverable ?	Was EFT returned as undeliverable? If Yes, <b>go to 7.8.3</b> If No, <b>go to 7.8.5</b>
7.8.3	Process Undeliverable EFT transaction	System Administrator processes Undeliverable EFT transaction(s)  Corrections for payments that were undeliverable (e.g., Incorrect RTN) so financial institution never received the disbursement for processing require a Process Reissue request form.  Identify appropriate DFAS Technician based upon final two digits of Service Member's SSN.  Complete the following information on the Reissue Request Form: <ul style="list-style-type: none"> <li>• Attention: DFAS Technician responsible to process the reissue</li> <li>• Member's Name</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"> <li>• Member's SSN</li> <li>• Date of Payment (date of upload)</li> <li>• Amount of Payment</li> <li>• Correct Account Number</li> <li>• Correct Routing Number</li> <li>• Correct Account Type (Checking of Savings)</li> <li>• Requestor's Name (Navy Travel representative requesting the reissue)</li> <li>• Requester's POC Phone/Email</li> <li>• Date of Request</li> </ul>
7.8.4	Save and e-mail Reissue Request form to DFAS technician	<p>System Administrator saves and e-mails Reissue Request form to DFAS technician.</p> <p>System Administrator verifies transaction is properly disbursed in future ADS download.</p> <p>System Administrator prints Reissue Request form and e-mail to DFAS technician for Retain File.</p>
7.8.5	Process corrections to both undelivered and delivered EFT transaction(s) in IATS, as required	<p>System Administrator processes corrections to both undelivered and delivered EFT transaction(s) in IATS, as required.</p> <p>Within System Administrator View:</p> <ul style="list-style-type: none"> <li>• Select Tools</li> <li>• Select Traveler Profile</li> <li>• Select Traveler Account (Enter SSN)</li> <li>• Make corrections, as required based upon source documentation</li> </ul>
7.9	Download ADS transaction	System Administrator downloads ADS transaction file(s) (ordinarily previous day Block/Batch number) from ADS

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
	file(s) from ADS	<p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data.</p> <ul style="list-style-type: none"> <li>• Open the NOT folder (DFAS folders) on the right-hand side of the screen, if not already open. After specifying the desired directory, the download file(s) will appear in the right portion of the screen.</li> <li>• Scroll to UIC and locate the download file(s) (UIC.Batch#.NOT) within the NOT folder.</li> <li>• Click on the desired download file(s).</li> <li>• Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.10	Process ADS Download File(s) in IATS	<p>System Administrator processes ADS Download File(s) in IATS</p> <p>Complete the following steps to "process" the ADS Download File(s) in IATS:</p> <ul style="list-style-type: none"> <li>• At the System Administrator View screen, click on the plus sign to the left of the word, "Download from Mainframe". An expandable menu appears listing the options.</li> <li>• Click on the Download Transactions from Disbursing System option. The Download from ADS screen appears.</li> </ul> <p>After the desired download file(s) are selected, click the Download button. IATS processes the download file and displays the results.</p> <p>Tip: If rejects occur, the errors are written to the error file. A pop-up appears asking if you wish to view the log file. It is a good idea to view the download error report. This report should be analyzed to determine the cause of the reject. Click on the Yes or No button to view the log file as desired.</p>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>When finished processing the ADS download file, click the Exit button to return to the System Administrator View screen.</p>
7.11	Print previous day transaction files for Retain File archiving	<p>System Administrator prints previous day transaction files for Retain File archiving.</p> <p>To print Voucher Report from previous day's upload, perform the following.</p> <p>From System Administrator View, go to:</p> <ul style="list-style-type: none"><li>• Block Processing</li><li>• View Blocks</li><li>• Completed Blocks</li><li>• Select Block Ticket Numbers to be printed</li><li>• Print with Vouchers and Collection Letters from previous day upload</li></ul> <p>Note: Select option to exclude SSN to protect PII.</p>
7.12	Assemble documentation and compile Retain File	<p>System Administrator assembles documentation and compiles Retain File</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>Retain file may include the following documentation, as applicable:</p> <ul style="list-style-type: none"><li>• NPPSC 1300/1, Application for Transfer and Advances.</li><li>• PCS Orders (originals + all modifications) with endorsements.</li></ul>

# MILPCS TRAVEL ADVANCE SOP

## SYSTEM ADMINISTRATOR

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<ul style="list-style-type: none"><li>• Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2, if applicable.</li><li>• DD2278 Application for Do It Yourself Move and Counseling Checklist, if applicable.</li><li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li><li>• WinIATS Travel Voucher Summary (the settlement voucher from WINIATS showing the DOV and payment date). Currently Printed in <b>Step 7.11</b> of the SOP.</li><li>• WinIATS Travel Voucher Detail, also known as the .TVL file (to show which claims were in the batch that was certified in RCOL). Currently Printed in <b>Step 6.5</b> of the SOP.</li><li>• IATS Electronic File Certification which is the RCOL screenshot AFTER the file has been certified (to show which batches were certified and by whom) Currently Printed in <b>Step 6.9</b> of the SOP.</li><li>• DD 577 for the Certifying Official (the person who certified the batch file in RCOL).</li></ul>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## CERTIFYING OFFICER

STEP #	FLOW TEXT	ADDITIONAL TEXT
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	<p>System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment.</p> <p>Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.</p>
6.9	Certify payments for release	<p>Certifying Officer certifies payments for release.</p> <p>Navy Activities submitting IATS request for payments to the UMIDS Bulletin Board for processing through ADS are required to certify the payment file(s) before the file(s) will be released for payment.</p> <p>The Certifying Officer/Official (CO) is responsible for maintaining documentation relied on to make a certification and the information must be available for ten years.</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>Note: For purposes of this SOP System Administrators officially designated on DD 577 are Certifying Officers/Officials.</p>
6.9.1	Log into ADS	<p>Certifying Officer logs into ADS</p> <p>After logging into ADS, the Certifying Officer (CO) will click on "Payment" link and then click on Certifying Officer (RCOL) link.</p> <p>Then click on "Travel Pay (IATS)" link.</p>

# MILPCS TRAVEL ADVANCE SOP

## CERTIFYING OFFICER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		Then click on "NAVY - INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)" link
6.9.2	Select batch file for certification	Certifying Officer selects batch file for certification.  On the next screen: <ul style="list-style-type: none"><li>• Enter "Unit Identification Code" (e.g., 43322)</li><li>• Enter "Batch Submission Number" (e.g., 560 - Batch number used in IATS)</li><li>• Enter "Batch Submission Julian Date" (e.g., 032 - Julian date of release in IATS)</li></ul> Then click on "Submit" button
6.9.3	Certify batch or individual files for payment	Certifying Officer certifies batch or individual files for payment.  The certification summary screen will show the list of all certified and uncertified file(s). The CO should compare the data on the certification screen with the ADS File Totals printout obtained during preparation of the WINIATS file for upload; the data should match.  Certifying Officer will verify the following columns: "UIC", "Batch Number", "Julian Date", "Items" (total release numbers from IATS), and "Amount" (Batch release dollar amount from IATS)  If everything matches, the Certifying Officer types "Y" for YES or "R" for REJECT (incorrect or duplicate amount) in the box provided under "Action (Y or R)" column then click on "Submit" button. This completes the Travel Certification process.  If there are multiple files to be certified, pressing the enter key after completing the first file will display the next sequential batch file for that UIC. Once displayed, follow the above procedures for certification.

# MILPCS TRAVEL ADVANCE SOP

## CERTIFYING OFFICER

STEP #	FLOW TEXT	ADDITIONAL TEXT														
		<p>Alternatively, the CO may certify via the individual file screen. This screen will show the individual file display, the Batch Number, Julian Date, Total Number of Payments, and the Total Amount. The CO can certify or reject the file by pressing the Y key or the R key then pressing the ENTER key or do nothing and clear the screen.</p> <p>Once certification is complete, the status, CO's User ID, along with the date the file was certified is shown. Print this screen to retain with the upload file data.</p> <p>Note: Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>Files uploaded by 15 minutes after the hour are available for certification by approximately 1 - 5 minutes after the next hour. For example:</p> <table border="0"><thead><tr><th>File Upload Time</th><th>Availability for Certification</th></tr></thead><tbody><tr><td>1316 - 1415</td><td>1501 - 1505 until 2030 EST</td></tr><tr><td>1416 - 1515</td><td>1601 - 1605 until 2030 EST</td></tr><tr><td>1516 - 1615</td><td>1701 - 1706 until 2030 EST</td></tr><tr><td>1616 - 1715</td><td>1801 - 1805 until 2030 EST</td></tr><tr><td>1716 - 1815</td><td>1901 - 1905 until 2030 EST</td></tr><tr><td>1816 - 1915</td><td>2001 - 2005 until 2030 EST</td></tr></tbody></table> <ul style="list-style-type: none"><li>• The CO has until 8:30 p.m. (2030) EST to certify the file(s) to be processed on that day by placing a "Y" next to the command line, "CERTIFY FILE".</li><li>• A file can be rejected by placing an "R" next to the command line "CERTIFY FILE". Even though the CO has rejected the file they have</li></ul>	File Upload Time	Availability for Certification	1316 - 1415	1501 - 1505 until 2030 EST	1416 - 1515	1601 - 1605 until 2030 EST	1516 - 1615	1701 - 1706 until 2030 EST	1616 - 1715	1801 - 1805 until 2030 EST	1716 - 1815	1901 - 1905 until 2030 EST	1816 - 1915	2001 - 2005 until 2030 EST
File Upload Time	Availability for Certification															
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1716 - 1815	1901 - 1905 until 2030 EST															
1816 - 1915	2001 - 2005 until 2030 EST															

# MILPCS TRAVEL ADVANCE SOP

## CERTIFYING OFFICER

STEP #	FLOW TEXT	ADDITIONAL TEXT
		<p>until 8:30 p.m. EST to reverse their action. Once the file has been purged a new file must be submitted.</p> <ul style="list-style-type: none"><li>• In cases where the CO is unable to access the system, a certification form can be faxed to DFAS-CL, CODE ATL at (216) 522-5189/DSN 580 or e-mail to CCL-IATS-CERT@dfas.mil. Personnel within DFAS-CL Centralized Disbursing will have global access to the Electronic File Certification System to certify the file upon receipt of the fax or e-mail certification. Certification forms must be faxed or e-mailed by 6:00 p.m. EST.</li><li>• DFAS-CL will only release files that have been properly certified.</li></ul>

**STOP**

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Receive PCS Transfer Directive (PCS Orders)	Service Member/ Command Leadership / CPPA/Clerk	<p>Receive PCS Transfer Directive (PCS Orders)</p> <p>Permanent Change of Station (PCS): The assignment, detail, or transfer of a Service Member, or unit to a different Permanent Duty Station (PDS) under a competent travel order that does not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS.</p> <p>A transfer directive (PCS orders) can be received from Naval Personnel Command (NPC) through Navy Standard Integrated Personnel System (NSIPS); downloaded from Bureau of Naval Personnel (BUPERS) Online (BOL); via Naval Message or forwarded by the Customer Command via Transaction Online Processing System (eCRM).</p> <p>For the purpose of this SOP, the term "orders" applies to both NPC and NSIPS generated PCS transfer directives, as applicable.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p> <p>Refer also to <a href="#">NPPSC PCS Transfer Checklist</a>, as required.</p>
1.1	Does an NSIPS Transfer Order need to be generated?	Clerk	<p>Does an NSIPS Transfer Order need to be generated?</p> <p><a href="#">NAVADMIN 244/14</a> announced the rollout of the Navy Standard Integrated Personnel System (NSIPS) order writing module, which will be utilized to generate all orders authorizing permanent change of station (PCS) transfer of Service Members for unit moves, unit decommissioning, base realignment and closure (BRAC) moves, overseas tour extension incentive program, and enlisted separation and</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>retirements. All other PCS orders will be written by Commander, Navy Personnel Command (CNPC) (appropriate detailer).</p> <p><a href="#">NAVADMIN 244/14</a> also canceled Separation Order Writing Form (NAVPERS Form 1900/2), thereby cancelling all versions of Standard Transfer Orders (STOs).</p> <p>If Yes, <b>go to 1.2.</b> If No, <b>go to 1.3.</b></p>
1.2	Prepare NSIPS Transfer Order	Clerk	<p>Clerk prepares NSIPS Transfer Order</p> <ul style="list-style-type: none"> <li>• Prepare NSIPS Transfer Order in accordance with (IAW) <a href="#">NAVADMIN 244/14</a></li> <li>• Endorse one copy of orders as "Original"</li> </ul> <p>Note: Commanding Officers and Officers in Charge do not have authorization to write command/field-generated PCS orders allocating CNPC appropriated funds outside the NSIPS order writing module. Any order utilizing CNPC funds shall be written in CNPC order writing systems or NSIPS.</p>
1.3	Receive PCS transfer order from NPC or TSC	Service Member/ Command Leadership /CPPA	Service Member, Command Leadership, CPPA receive PCS transfer order from NPC or TSC/Personnel Office
2	Prepare supporting documentation to support PCS Travel	Service Member/ Command Leadership /CPPA	<p>Prepare supporting documentation to support PCS Travel Advance requirements.</p> <p>Refer to <a href="#">Transfers SOP</a>, as required, for complete transfer requirements.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Advance requirements		Refer also to <a href="#">NPPSC PCS Transfer Checklist</a> , as required.
2.1	Review and verify orders	Service Member/ Command Leadership /CPPA	<p>Service Member, Command Leadership, and CPPA review and verify orders.</p> <p>Read orders in their entirety. Review all "Comply with Items" on orders and identify action items and travel entitlements.</p> <p>Travel Type and Advance Entitlements include: Permanent Change of Station (PCS) Transfer Orders:</p> <ul style="list-style-type: none"> <li>• Member POC Mileage and PCS Flat Rate Per Diem</li> <li>• Dependent POC Mileage and PCS Flat Rate Per Diem (verified Dependency Application required)</li> <li>• Dependent Dislocation Allowance (DLA) - verified Dependency Application required/also identify married MIL to MIL, if applicable</li> <li>• Single DLA (See Note below)</li> <li>• Travel overseas via POC Shipping Port (Name of Port) OR</li> <li>• Travel via Old PDS Location (ZIP and/or City and State)</li> </ul> <p>Note: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p>
2.2	Does Service Member desire	Service Member/ Command	Does Service Member desire travel advances?

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	PCS travel advances?	Leadership /CPPA	<p>Refer to <a href="#">NAVADMIN 129/22</a> and <a href="#">NAVADMIN 291/22</a> for most recent policy regarding use of the GTCC for PCS travel and Travel Advances. Refer to subject NAVADMINs for exceptions, as required.</p> <p>GTCC Policy</p> <p>a. On 01 Jan 2022, Phase I of the mandatory use of the MyPCS Travel Voucher and GTCC for PCS travel was implemented for all Active Duty (AD) and Training and Administration of the Reserve (TAR) in paygrades E-9 and O-6 and above.</p> <p>b. GTCC Phase II: 01 Jul 2022, all Service Members in paygrades E-7 and above and O-4 and above will be required to use the GTCC for PCS travel expenses.</p> <p>c. GTCC Phase III: 01 Jan 2023, all Service Members in all paygrades will be required to use the GTCC for PCS travel expenses. (This requirement is on hold. Refer to <a href="#">NAVADMIN 291/22</a>)</p> <p>Travel Advance Guidance.</p> <p>a. If desired and qualified, a Service Member under PCS orders may request advanced DLA. If issued, the GTCC shall not be used for DLA expenses.</p> <p>b. Service Members may request an Advance Operating Allowance for Household Goods (HHG) PPMs and Advance Basic Pay and still use their GTCC for all authorized travel expenses.</p> <p>c. All other travel advances (per diem, mileage, Temporary Additional Duty (TAD) travel) are not authorized with concurrent use of the GTCC. Qualified exceptions will be restricted to non-concurrent travel of dependents and Service Members not eligible to receive a GTCC.</p> <p>d. Use of the GTCC and receipt of travel advances for the same entitlement could result in indebtedness to the Government through over expenditure of entitlements, and</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Members may be subject to administrative and disciplinary action.</p> <p>Travel advances are prepayments of estimated travel expenses in the form of a loan. All advances must be closed out with the travel claim liquidation upon the completion of Service Member's and authorized dependents travel.</p> <p>Note: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a> form.</p> <p>If Yes, <b>go to 2.3</b>                      If No, <b>go to 8.2</b></p>
2.3	Initiate NPPSC 1300/1, Application for Transfer and Advances	CPPA	<p>CPPA initiates <a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances</p> <p>Following the interview with the CPPA, Sailors choosing to participate in the GTCC pilot program should inform their command GTCC Agency Program Coordinator (APC).</p> <p>Comply with the following requirements when submitting a Travel Advance for Permanent Change of Station (PCS):</p> <ul style="list-style-type: none"> <li>• <a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances.</li> <li>• Initial Orders including all modifications.</li> <li>• If the Service Member is E5 and below, and requesting an advance payment of Single DLA, a letter from the gaining command indicating that government quarters will not be assigned is required.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• A Passenger Reservation Request (PRR)/Port Call is required for overseas/sea duty travel. Squadrons are considered sea duty.</li> <li>• CTO (SATO) endorsement, if applicable.</li> <li>• Authorized DD 2278 (Application for DITY move), if applicable.</li> </ul> <p>Note 1: If dependents are moving, a current NAVPERS 1070/602 (verified Dependency Application) signed and dated is required to determine computations for their advance travel payment IAW <a href="#">MPM 1070-270</a>.</p> <p>Note 2: If multiple I-Stops are required per orders and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, NPPSC 1300/1, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, NPPSC 1300/1 form.</p> <p>Obtain Application for Transfer and Advances from the following web location:  <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p>
2.4	Verify/Update NAVPERS 1070/602	Service Member/CPA A	<p>Service Member/CPA verify/update NAVPERS 1070/602</p> <p>Note: This requirement is part of the Transfers SOP but is also necessary to support PCS Travel Advance processing.</p> <p><a href="#">Legacy Page 2 / RED/DA SOP</a></p>
2.4.1	Provide CPA with verified or updated	Service Member	Service Member provides CPA with verified or updated NAVPERS 1070/602, if required

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	NAVPERS 1070/602		<p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>The individual Service Member is solely responsible for the accuracy of the information recorded on his or her NAVPERS 1070/602.</p> <p>All Service Members shall verify the accuracy of data on the newest NAVPERS 1070/602 in their OMPF, and the data contained on both the emergency contact and dependency data panels within their Electronic Service Record (ESR).</p> <p>At a minimum, commands must ensure Service members perform this verification annually in NSIPS RED/DA application via self-service; however, additional verifications are also required under the following conditions:</p> <ul style="list-style-type: none"> <li>• Upon reporting to a new duty station under permanent change of station (PCS) orders;</li> <li>• Prior to departure on PCS orders;</li> <li>• Prior to deployment, regardless of length;</li> <li>• When ordered to periods of temporary duty or temporary additional duty away from permanent duty station in excess of 30 days;</li> <li>• On each occasion when an inactive duty Service member comes on active duty, including active duty training;</li> <li>• When a Service member applies for and upon assignment of Government housing;</li> <li>• Upon recertification for secondary dependents; or</li> <li>• At least 30 days prior to requesting dependent related travel, transportation, pay, benefits, or allowances</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>(e.g., advanced or delayed dependent travel, dependent travel advances, early return of dependents, etc.).</p> <p>Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active-duty training.</p>
2.4.2	Provide CPPA with documentation	Service Member	<p>Service Member provides CPPA with documentation, as applicable.</p> <p>Note: If NAVPERS 1070/602 is verified/updated by Service Member in NSIPS RED/DA, then NAVPERS 1070/602 (Dependency Application) verification/update and any supporting documentation are submitted to the servicing TSC through NSIPS RED/DA.</p> <p>Documentation may include:</p> <ul style="list-style-type: none"> <li>• Marriage Certificate</li> <li>• Divorce decree</li> <li>• Copy of dependent death certificate</li> <li>• Copy of DD214 for discharged MIL to MIL spouse</li> <li>• Court-ordered child support</li> <li>• Paternity Statement</li> <li>• Childbirth certificate</li> <li>• Adoption papers</li> <li>• Secondary dependent documentation</li> </ul>
2.5	Do PCS Travel Orders require CTO (SATO) action?	Service Member/CPA	<p>Do PCS Travel Orders require CTO (SATO) action?</p> <p>If Yes, <b>go to 2.5.1</b></p> <p>If No, <b>go to 2.6</b></p>
2.5.1	Contact CTO to initiate	CPPA/Service Member	<p>CPPA/Service Member contact CTO to initiate Port Call/travel reservations as directed by PCS orders.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Port Call/travel reservations		<p>Port Call is an official notification or instructions that require a traveler to report for transoceanic transportation. It designates the port of embarkation, identifies the carrier with flight number or sailing assignment, specifies the reporting time and date, and provides instructions relevant to the transportation arrangements. This will act as an official change to the report date of the orders.</p> <p>CTO (SATO) Endorsement: An itinerary received from the agency used by the government to confirm a reservation for a traveler. SATO endorsement provides the reservation information on the air fare, hotel and rental car and should be issued prior to the traveler(s) departing. An endorsement from NAVPTO may also be obtained after travel has been completed; however, this is not the norm. The reimbursement amount authorized may be less than the traveler paid if the ticket would have cost the government less.</p>
2.5.2	Receive Port Call/travel itinerary from CTO	CPPA/Service Member	CPPA/Service Member receives Port Call/travel itinerary from CTO
2.6	Complete Application for Transfer and Advances, as required	Service Member/CPPA	<p>Service Member/CPPA complete Application for Transfer and Advances, as required.</p> <p>The Joint Travel Regulations (JTR) authorizes travel and transportation allowance advance payment for:</p> <ul style="list-style-type: none"> <li>• A Service Member and dependents, Mileage in Lieu of Transportation (MALT) and Per Diem,</li> <li>• HHG and mobile home transportation,</li> <li>• POV storage and shipment,</li> <li>• Dislocation Allowance (DLA) and</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Temporary Lodging Expense (TLE)</li> </ul> <p>Note 1: Although the JTR authorizes TLE advances, Advance TLE is not ordinarily disbursed. TLE entitlements are ordinarily processed through/during the PCS travel claim settlement process.</p> <p>Note 2: Advance Pay (<a href="#">DD Form 2560</a>) and TLA advances are NOT disbursed through WINIATS.</p>
2.6.1	Complete Application for Transfer and Advances	Service Member	<p>Service Member completes Application for Transfer and Advances</p> <p>Obtain Application for Transfer and Advances at:  <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p> <p>Note 1: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p> <p>Note 2: Pay special attention to the Single DLA requests for Service Members assigned to a ship. Single DLA is NOT payable to a geographical bachelor assigned to a ship.</p>
2.6.2	Complete Advance Payment for a Personally Procured Move, if applicable	Service Member	<p>Service Member completes Advance Payment for a Personally Procured Move (PPM)/Do It Yourself Move (DITY), if applicable</p> <p>Advance payment of an operating allowance is authorized for personally procured HHG transportation depending on the move type the Service Member elects.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Funds Advance limitations:</p> <ul style="list-style-type: none"> <li>• Navy Service Members separating in a “non-pay status” are not eligible for an advance payment.</li> <li>• “First-time Movers” are not eligible for an advance payment.</li> <li>• Locations serviced by the One-Time-Only rate program are not eligible to do a PPM.</li> </ul> <p>All other Navy Service Members eligible for funds advance must provide a copy of a vehicle rental reservation or Transportation Service Provider’s estimate to be eligible for a funds advance.</p>
2.6.2.1	Make arrangement for Personally Procured Move with servicing Defense Personal Property Office	Service Member	<p>Service Member makes arrangements for Personally Procured Move with servicing Defense Personal Property Office</p> <p>Personally Procured Moves:</p> <ul style="list-style-type: none"> <li>• The Service Member must make the necessary arrangements for the HHG move and pay for the move.</li> <li>• Reimbursement is limited to actual expenses incurred by the employee, not to exceed (NTE) the cost of a government arranged move for the same HHG weight.</li> </ul>
2.6.2.2	Obtain documentation from servicing Defense Personal Property Office	Service Member	<p>Service Member obtains documentation from servicing Defense Personal Property Office to support funds advance.</p> <p>Notification will ordinarily be forwarded by e-mail that funds advance documentation is complete.</p> <p>Documentation will include:</p> <ul style="list-style-type: none"> <li>• <a href="#">DD 2278</a> Application for Do It Yourself Move and Counseling Checklist</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Personally Procured Move (PPM) Checklist and Expense Certification</li> </ul> <p>Service Member signs DD 2278 in Block 10.</p>
2.6.3	Complete Advance TLE request	Service Member	<p>Service Member completes Advance TLE request, if applicable</p> <p>An advance may be authorized for the average number of days for which TLE is paid in conjunction with a PCS to a PDS. The following limitations apply:</p> <ul style="list-style-type: none"> <li>CONUS Advance: The advance is limited to the maximum amount for 14 days if the new PDS is in CONUS.</li> <li>OCONUS Advance: The advance is limited to the maximum amount for 7 days if the new PDS is OCONUS.</li> </ul> <p>Complete Temporary Lodging Expense (TLE) Certification  <a href="https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/">https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</a></p> <p>Note: Although the JTR authorizes TLE advances, advance TLE is not ordinarily disbursed. TLE entitlements are ordinarily processed through/during PCS travel claim settlement process. Only under extraordinary/unusual circumstances will TLE advances be disbursed.</p>
2.6.4	Submit Application for Transfer and Advances to CPPA	Service Member	<p>Service Member submits Application for Transfer and Advances in accordance with form instructions to CPPA, as required.</p> <p>Travel Advance Request documents may include:</p> <ul style="list-style-type: none"> <li><a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances.</li> <li>Temporary Lodging Expense (TLE) Certification, <a href="#">NPPSC 7220/2</a>.</li> <li>Copy of PCS Orders and any modifications.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li> <li>• <a href="#">DD 2278</a> Application for Do It Yourself Move and Counseling Checklist.</li> </ul>
2.6.5	Verify accuracy of Application for Transfer and Advances Form and validity of the PCS orders presented for payment	CPPA	<p>CPPA verifies accuracy of Application for Transfer and Advances Form and validity of the PCS orders presented for payment.</p> <p>CPPA verifies:</p> <ul style="list-style-type: none"> <li>• Application for Transfer and Advances Form is complete and accurate. In addition to other form data verify Service Member signature and EFT information accuracy (RTN, Account Number and type of account).</li> <li>• Initial Orders including all modifications.</li> <li>• Temporary Lodging Expense (TLE) Certification, if applicable.</li> <li>• If the Service Member is E5 and below, and requesting an advance payment of Single DLA, a letter from the gaining command indicating that government quarters will not be assigned is required.</li> <li>• A Passenger Reservation Request (PRR)/Port Call is required for overseas/sea duty travel. Squadrons are considered sea duty.</li> <li>• CTO (SATO) endorsement, if applicable.</li> <li>• Authorized DD 2278 (Application for DITY move) with Service Member signature, if applicable.</li> </ul> <p>Note 1: If dependents are moving, a current NAVPERS 1070/602 (verified Dependency Application) signed and dated is required to determine computations for their advance travel payment IAW <a href="#">MPM 1070-270</a>.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 2: If multiple I-Stops are required per orders, and Service Member desires Advance Travel for each I-Stop then a separate Application for Transfer and Advances, <a href="#">NPPSC 1300/1</a>, needs to be completed for the second and each subsequent I-Stop. The request for travel advance for first I-Stop would be included with the initial (first) Application for Transfer and Advances, NPPSC 1300/1 form.</p>
2.6.6	Is Application for Transfer and Advances form and supporting documentation complete and accurate?	CPPA	<p>Is Application for Transfer and Advances form and supporting documentation complete and accurate?</p> <p>Incomplete and/or inaccurate form data and/or supporting documentation are returned to the Service Member for correction.</p> <p>If No, <b>go to 2.6.1</b></p> <p>If Yes, <b>go to 2.7</b></p>
2.7	Forward Application for Transfer and Advances form and supporting documents to Travel Office/TSC	CPPA	<p>CPPA forwards Application for Transfer and Advances form and supporting documents to the Travel Claim Processing Center No Earlier Than 60 days but No Later Than 30 days from Departure Date.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention. The new file naming structure is:</p> <ul style="list-style-type: none"> <li>• Last Name, then space</li> <li>• First Name, then space</li> <li>• Name of Entitlement</li> </ul> <p>CPPA initiates eCRM case and uploads documentation to Travel Office/TSC. Travel Advance Request documents may include:</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• NPPSC 1300/1, Application for Transfer and Advances.</li> <li>• Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2.</li> <li>• Copy of PCS Orders and any modifications.</li> <li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li> <li>• DD2278 Application for Do It Yourself Move and Counseling Checklist.</li> </ul> <p>Note 1: For Single DLA for E5 and below on Shore Duty: Entitlement for the advance will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station. Service Member must obtain approval from the next ultimate duty station and include a copy of the certification with the advance DLA request.</p> <p>Note 2: Pay special attention to the Single DLA requests for Service Members assigned to a ship. Single DLA is NOT payable to a geographical bachelor assigned to a ship.</p> <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved <a href="#">DD Form 577</a> for the "certifying officer" must be submitted with the eCRM case.</p>
3	Receive, dispatch and review Travel Advance	eCRM Supervisor/ Examiner	<p>Receive, dispatch and review Travel Advance</p> <p>Travel Advances will be processed no more than 30 days prior to transfer date. When complete, forward any transfer documentation/ notifications to the CPPA.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3.1	Receive eCRM Travel Advance	eCRM Supervisor	<p>eCRM Supervisor receives and logs in eCRM Travel Advance case.</p> <p>Note: eCRM Supervisor is the individual or individuals within Travel Office/TPC/TSC travel section responsible for managing the travel office eCRM queue. This person(s) may go by a different title.</p>
3.2	Dispatch eCRM case to Examiner	eCRM Supervisor	eCRM Supervisor dispatches eCRM case to Examiner for processing
3.3	Review Travel Advance	Examiner	<p>Examiner reviews Travel Advance</p> <p>Examiner opens eCRM case and verifies transaction type and all supporting documentation present.</p> <p><a href="#"><u>NPPSC 1300/1</u></a>, Application for Transfer and Advances</p> <p>Note: It is incumbent upon the eCRM Supervisor/Examiner to promptly and accurately screen all incoming travel advances submitted to the TSC/Travel Office so that incomplete/erroneous advances are promptly returned for appropriate corrective action.</p> <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the "certifying officer" must be submitted with the eCRM case.</p>
3.4	Is Travel Advance complete and accurate?	Examiner	<p>Is Travel Advance complete and accurate?</p> <p>If No, <b>go to 3.5.</b></p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			If Yes, go to 3.6.
3.5	Mark eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies	eCRM Supervisor or Examiner	<p>eCRM Supervisor/Examiner marks eCRM case for "CPPA action" to obtain missing documents and/or correct erroneous data/discrepancies.</p> <p><b>Go to 3.1</b></p> <p>Note: eCRM case with status update to "CPPA Action" with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.</p>
3.6	Download eCRM case and supporting documentation	Examiner	<p>Examiner downloads eCRM case and supporting documentation.</p> <p>Note: Examiner downloads eCRM case and organizes transactions into common types to support WINIATS Block processing of similar advances.</p>
4	Process PCS Travel Advance	Examiner	<p>Process PCS Travel Advance</p> <p>For the purposes of this SOP a Travel Advance log-in Clerk and Voucher Examiner are synonymous positions.</p>
4.1	Log into WINIATS	Examiner	<p>Examiner logs into WINIATS</p> <p>Open Windows Explorer and click on the CITRIX web address saved in your favorites.</p> <ul style="list-style-type: none"> <li>• Hit the Enter key to be re-directed to the CITRIX Portal. <ul style="list-style-type: none"> <li>o The CITRIX Portal will begin to open.</li> <li>o Your Certificates will populate.</li> <li>o Click on your Authentication Certificate</li> <li>o Click the OK button to proceed.</li> </ul> </li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>You are now connected to the CNIC-CITRIX Portal.</p> <ul style="list-style-type: none"> <li>Click the OK button to proceed.</li> </ul> <p>At the next screen, you will see folders for the applications within the CITRIX Portal you can access.</p> <ul style="list-style-type: none"> <li>Click on the WINIATS folder to proceed.</li> </ul> <p>At the next screen, you will see all the application icons you have access to within WINIATS. The icons showing on your WINIATS profile are specific to the databases you are assigned access to within WINIATS.</p> <ul style="list-style-type: none"> <li>Click on the applicable WINIATS application/icon to proceed.</li> </ul> <p>The WINIATS Application will begin to open and a US Department of Defense Warning Statement will appear.</p> <ul style="list-style-type: none"> <li>Click the OK button to proceed</li> <li>CAC enabled</li> <li>Select correct cert for log in</li> <li>Click the OK button to proceed.</li> </ul> <p>Note: It is recommended that you copy and paste password from either Microsoft Word or the Notepad feature in Outlook to avoid entering in the incorrect password and locking your account. If this occurs, you will need to contact NPPSC HQ to reset your password.</p> <ul style="list-style-type: none"> <li>Accept License/Terms of Use will display</li> <li>Click the Yes, Proceed Button.</li> </ul> <p>You are now connected to WINIATS. Your Username and assigned travel office will appear at the top of the screen.</p>
4.2	Log Request (s)	Examiner	Examiner logs Request(s)

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>After logging into IATS as an Examiner or changing the view to Examiner Functions, the first step in the request processing cycle is to log the incoming requests into IATS. This step is completed through the logging module and consists of creating the traveler's account and travel order (if they don't already exist) and entering the dates of the trip.</p> <p>At the Examiner View screen, click on the Log Requests button. The Block Selection screen appears.</p> <p>Note: Logging incoming requests is optional, but it is a good business practice for recordkeeping since it provides for better workflow, tracking and accountability. By logging the incoming requests, users can easily determine if a request has been received when responding to an inquiry.</p>
4.2.1	Initiate a New Block Number or select an existing Block Number	Examiner	<p>Examiner initiates a New Block Number or selects an existing Block Number, as applicable.</p> <p>Double click on an existing block or click the New button to create a new block. If the New button is clicked, the Create New Block screen appears next.</p> <p>Tip: At the Block Selection screen, any block in the status "Logged" that is not already assigned to an Examiner is listed. Requests may be added to an existing block, if any, or a new block may be created by clicking the New button.</p> <p>Note: Most travel offices control settlement requests by using block ticket numbers. As requests are received, block tickets are not to exceed five claims per block. Throughout the workflow process, the requests will</p>

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			normally remain in the batch. Because the blocking process is common in most travel offices, IATS simulates this process. With automatic block ticket numbering activated, users enter the word "NEW" when creating a new block ticket. IATS generates the next available number once a claim has been saved on the NEW block.
4.2.2	Select Advance Request	Examiner	<p>Examiner selects Advance Request at the Block Type field.</p> <p>At the Block Type field, the default value is Settlement. If wishing to create a block for Advance Requests, press the down arrow key or click on the down arrow button. When Advance is displayed, press Enter or Tab to continue.</p>
4.2.3	Log Advance Request	Examiner	<p>Examiner logs Advance Request</p> <p>After selecting an existing block or creating a new block, the Logging of Requests screen appears.</p>
4.2.3.1	Verify traveler's account	Examiner	Examiner verifies traveler's account
4.2.3.1.1	Enter traveler's SSN	Examiner	<p>Examiner enters traveler's SSN.</p> <p>Type the traveler's SSN at the SSN/ID field and press Enter.</p> <p>If the traveler's account exists, the name and SSN appears in the Name field, and the cursor moves to the TONO/SDN field. If the travel account does not exist, a message appears asking if you wish to create a new traveler profile.</p> <p>At this point Select No to verify the traveler's name. Sometimes the incorrect SSN may have been provided or entered for the traveler, and this allows for a second check of the traveler's account.</p>

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.2.3.1.2	Enter traveler's name, if required	Examiner	<p>Examiner enters traveler's name, if required</p> <p>Provides redundant check in the event SSN previously entered was incorrect.</p> <p>If traveler's account appears, Examiner reconciles Account Name and SSN information to make sure the correct information is entered in IATS.</p> <p>If traveler's account doesn't exist, Examiner will create account.</p>
4.2.3.2	Does traveler's account exist?	Examiner	<p>Does traveler's account exist?</p> <p>If Yes, <b>go to 4.2.3.3</b></p> <p>If No, <b>go to 4.2.3.4</b></p>
4.2.3.3	Does traveler's account require modification?	Examiner	<p>Does traveler's account require modification?</p> <p>Examiner determines if traveler's account is current or requires update based upon submitted source documentation.</p> <p>If Yes, <b>go to 4.2.3.4</b></p> <p>If No, <b>go to 4.2.3.5</b></p>
4.2.3.4	Create/modify traveler's account	Examiner	<p>Examiner creates/modifies traveler's account from source documentation from eCRM case.</p> <p>Enter data in appropriate fields from PCS Orders/<a href="#">NPPSC 1300/1</a>, Application for Transfer and Advances</p> <p>Select Personal Tab:</p> <ul style="list-style-type: none"> <li>• Enter Name</li> <li>• Select appropriate Employee Status</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Enter Grade/Rank</li> </ul> <p>Caution: For Officers in pay grade O-1 through O-3 verify if prior enlisted service in MMPA LOOG, select proper rank in drop down accordingly.</p> <ul style="list-style-type: none"> <li>• Enter Salutation, if applicable</li> <li>• Enter Position/Title, if appropriate</li> <li>• Security Clearance (Unknown)</li> <li>• DSSN (auto populates)</li> <li>• Select Create Card Status (Infrequent Traveler)</li> <li>• Enter Organization (issuing activity from orders)</li> </ul> <p>Select Financial Tab to continue:</p> <ul style="list-style-type: none"> <li>• Select EFT Status (Active)</li> <li>• Select EFT to be updated by (IATS Input)</li> <li>• Select Account type (Saving/Checking)</li> <li>• Enter Routing Number (enter twice/confirm)</li> <li>• Enter Account Number (enter twice/confirm)</li> <li>• If entered correctly auto advance to address tab</li> </ul> <p>Address/Contact Tab: Enter Mailing Address:</p> <ul style="list-style-type: none"> <li>• Address</li> <li>• City</li> <li>• State/Country</li> <li>• Zip</li> <li>• Phone number</li> </ul> <p>Enter Office Address and Email Address if pertinent (not required):</p> <ul style="list-style-type: none"> <li>• Select OK</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			After creating a new traveler profile/modifying an existing profile, the cursor returns to the Travel Order Number (TONO)/Standard Document Number (SDN) field.
4.2.3.5	Log Travel Order	Examiner	<p>Examiner logs Travel Order</p> <p>Refer to <a href="#">PPIB 17-23 and PPIB 17-28</a> for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.</p> <p>At the TONO/SDN field (15 digits) a drop-down listing appears displaying all orders existing in the database for the traveler. If wishing to log an incoming request for one of these orders, double click on the desired order number or highlight and click OK.</p> <p>To log a request for a new travel order, type the order number in this field, obtained from source documentation (PCS Orders Accounting Data Standard Document Number - SDN), and press Enter. If a new travel order number is entered, a message appears asking if you wish to create a new order. After creating a new travel order, Examiner advances to the Travel Order screen to select the Travel Order type.</p> <p>Note: Travel Order Number (TONO)/Standard Document Number (SDN) is a 15-digit entry.</p>
4.2.3.6	Select Travel Order type	Examiner	<p>Examiner selects Travel Order type.</p> <p>After the TONO/SDN field is completed, the Examiner advances to the Travel Order screen to select the Travel Order type.</p> <p>When creating/logging-in travel orders, IATS requires the user to specify what type of order is being created. The</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>type of travel order specified has a direct impact on the way IATS functions and the computation of the entitlement.</p> <p>At the type of order drop down (Select PCS)</p> <p>Then, upon prompt, enter the Purpose Identification Code (PIC). PIC code is the third digit of CIC or first character in PAA field of LOA. This code ensures proper funds allocation for the travel.</p> <p>After making the PIC selection the Examiner has the opportunity to enter SDNs for OM&amp;N TEMDUINS. A separate SDN will be entered for each fiscal year for TEMDUINS as provided on the Service Member's PCS order or subsequent order modification for additional TEMDUINS.</p> <p>After selecting the PIC and entering the SDN(s) if applicable, click on the Close button. IATS will return you to the Travel Order screen.</p>
4.2.3.7	Complete the Travel Order Description tab	Examiner	<p>Examiner completes the Travel Order Description tab.</p> <p>PCS Type defaults based upon previous PIC selection.</p> <p>Place cursor in Issuing Organization and Paying Organization fields, IATS will populate fields based upon TONO/SDN entries.</p> <p>DSSN ITR and UIC are default fields based upon selection of parameters in System Maintenance. These fields should not be changed.</p> <p>Enter Origin based upon detaching PDS from PCS orders:</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Enter State (CONUS)/Country (OCONUS)</li> <li>• Enter City/Zip Code</li> <li>• Enter Locality (OCONUS only)</li> </ul> <p>Click OK to proceed.</p> <p>Enter Destination based upon ultimate PDS from PCS orders:</p> <ul style="list-style-type: none"> <li>• Enter State (CONUS)/Country (OCONUS)</li> <li>• Enter City/Zip Code</li> <li>• Enter Locality (OCONUS only)</li> </ul> <p>Click OK to proceed.</p> <p>Enter Issue Date of orders, select Date Time Group (DTG) orders were released.</p> <p>Caution: DLA and MALT entitlements are calendar year driven. When travel claim is ultimately settled, Examiner will need to ensure that the DLA and MALT entitlements correspond to the actual dates of travel to ensure the traveler is paid the correct MALT and DLA rate.</p> <p>Select Begin Date (EDD from orders or date traveler indicated travel would commence from NPPSC 1300/1, e.g., date detaching).</p> <p>Select End Date (EDA from orders); IATS auto advances to What's Authorized tab.</p>
4.2.3.8	Complete What's	Examiner	Examiner completes the What's Authorized (MILPCS) tab.

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Authorized (MILPCS) tab		<p>Select the appropriate advances based upon the source documentation and traveler elections on the NPPSC 1300/1.</p> <p>DLA: The type of DLA selected affects the traveler's entitlements. Click on the down arrow button to display a listing of various types and then click on the desired choice. A selection can also be made by pressing the Up/Down arrow keys on the keyboard to scroll through the listing of various types.</p> <p>Select None, Without Dependents, or With Dependents based upon traveler elections on the NPPSC 1300/1. Verify DLA entitlement against verified/signed NAVPERS 1070/602 (Dependency Application) and <a href="#">JTR Chapter 5</a>.</p> <p>Note: Although a copy of the RED/DA or PG2 (Dependency Application) is no longer required for the processing of travel claims, a verification of the dependents claimed for dependent related travel entitlements will still need to be completed.</p> <p>Effective immediately, all travel claims (settlements and advances) will need a verification of the dependents by reviewing the dependency data in NSIPS and comparing it to the dependent related travel entitlements that the Sailor is claiming.</p> <p>Travel offices will only pay travel entitlements for dependents verified in NSIPS.</p> <p>TLE: Click in this box or press the space bar to activate this option if the entitlement for Temporary Lodging Expense is authorized. IATS places a check mark in this box when the TLE entitlement is activated.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Advance TLE is authorized per the JTR, however TLE is ordinarily not authorized as an advance. If Advance TLE is requested, contact supervisor before proceeding further.</p> <p>Proceed Time: Click in this box or press the space bar to activate this option if Proceed Time was authorized on the hardcopy travel order attached to the request for advance.</p> <p>Household Goods: In the Household Goods field, Select DITY (Do It Yourself) if Service Member is executing a Personally Procured Move (PPM) and a copy of DD 2278 was included in eCRM submission and local Defense Personal Property Office computed the amount of the advance.</p>
4.2.3.9	Complete the Dependents tab, if applicable	Examiner	<p>Examiner completes the Dependents tab, if applicable</p> <p>Enter dependents data from NPPSC 1300/1 and verify against source document, NAVPERS 1070/602 (verified Dependency Application).</p> <p>Spouse entry does not require a Date of Birth (DOB).</p> <p>Caution: Be careful if the Service Member's name is the same as a dependent's name. Need to distinguish between the Service Member and dependent through suffixes of just middle initial versus entire middle name.</p>
4.2.3.10	Complete the Remarks tab, if applicable	Examiner	<p>Examiner completes the Remarks tab, if applicable</p> <p>Click Ok.</p>
4.2.3.11	Are there additional Travel Advances/Orders to log	Examiner	<p>Are there additional Travel Advances/Orders to log within the block?</p> <p>If Yes, <b>go to 4.2.3.12</b></p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	within the block?		If No, <b>go to 4.2.4</b>
4.2.3.12	Log additional Travel Advances/Orders within the block	Examiner	<p>Examiner logs additional Travel Advances/Orders within the block.</p> <p>After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired.</p> <p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear. If you wish to simply clear/remove a request from the logging screen you would click on the Clear button. A request may be cleared/removed as long as the block has not been saved and a claim has not been saved to the block.</p> <p><b>Go to 4.2.3.1</b></p>
4.2.4	Do any logged requests need to be cleared?	Examiner	<p>Do any logged requests need to be cleared?</p> <p>On occasion you may wish to clear/remove a request from the Logging of Requests screen.</p> <p>This is only allowed if the request has not been saved to a block.</p> <p>If No, <b>go to 4.2.5</b> (Generate the block order ticket number) If Yes, <b>go to 4.2.4.1</b></p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
4.2.4.1	Clear logged requests	Examiner	<p>Examiner clears Logged Requests</p> <p>Complete the following steps to "clear" a logged request:</p> <ol style="list-style-type: none"> <li>1. At the Logging of Requests screen, click on the request you wish to remove.</li> <li>2. After selecting the desired request, click on the Clear button. A pop-up message appears asking if you are sure.</li> <li>3. If you are sure, click on Yes. The selected request is then deleted.</li> </ol>
4.2.4.2	Notify CPPA via eCRM	Examiner	<p>Examiner notifies CPPA via eCRM, as necessary.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support travel advance processing or provide an explanation as to why travel advance was cleared.</p>
4.2.5	Generate the block order number	Examiner	<p>Examiner generates the block order number.</p> <p>When finished logging requests to the block, click the OK button to save the entries. If the automatic block numbering feature is used, a message appears at this time indicating the system generated block number.</p>
4.2.6	Print Block Number, if appropriate	Examiner	<p>Examiner prints Block Number, if appropriate</p> <p>Note: If Examiner does not print block number, Examiner makes note of block number, so that Travel Advance request can be correlated against an IATS block number for future processing.</p> <p>Note: Some travel offices have IATS log-in Clerks who log-in travel orders that Examiners then process for Advance or Settlement, as appropriate. Other travel offices</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			require the Examiner to log-in the travel order and process the advance.
4.3	Log out of IATS, if appropriate	Examiner	<p>Examiner logs out of IATS, if appropriate</p> <p>Note: Some travel offices have IATS log-in Clerks who log-in travel orders that Examiners then process for Advance or Settlement, as appropriate. Other travel offices require the Examiner to log-in the travel order and process the advance.</p> <p>To properly log-off WINIATS, complete the following steps:</p> <p>Click the "Exit" button at the bottom of the screen.</p> <p>A pop-up screen will appear, "Are You Sure You Wish to Quit IATS" Select the "Yes" button.</p> <p>In the far right-hand corner of your desktop taskbar, you will see a triangular-shaped symbol. Click here to show your hidden icons.</p> <p>Note: For Windows XP users, you will see a blue circle with two white folders on the far right-hand side of your desktop. Once you click this icon, you will follow the same process listed for the final three (3) steps below:</p> <ul style="list-style-type: none"> <li>• Double click the CITRIX Receiver icon.</li> <li>• Once the CITRIX Receiver opens, click on the "Advanced" option.</li> <li>• Then click on the "Connection Center" link.</li> <li>• The CITRIX Connection Center will open and will list all active connections.</li> <li>• Select the server folder you were logged into and then select the "Disconnect" button. A menu prompt will appear,</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>"Are You Sure You Want to Disconnect From XXXX"? Select the "Yes" button.</p> <ul style="list-style-type: none"> <li>Examiner's CITRIX Connection Center should not show any active connections. Click the "Close" button.</li> </ul> <p>You have successfully logged off WINIATS.</p>
4.4	Complete processing MILPCS Advance Requests	Examiner	<p>Examiner completes processing MILPCS Advance Requests</p> <p>Note: Before a MILPCS Request for Advance can be processed using IATS, a travel order must be logged-in/created. Travel order information determines the specific entitlements, trip dates and establishes the limitations necessary for correct computation of the travel advance.</p> <p>Complete the following steps to complete "processing" a MILPCS Advance Request.</p>
4.4.1	Login to IATS in the Examiner View mode or change the View to Examiner, if necessary	Examiner	<p>Examiner logs in to IATS in the Examiner View mode or changes the View to Examiner, if necessary</p> <p>Refer to <b>step 4.1</b>, as required.</p>
4.4.2	Select a Block for processing	Examiner	<p>Examiner selects a block for processing through one of the following methods:</p> <ul style="list-style-type: none"> <li>Method 1: Click the Grab Blocks button and select a block from the Logged Pool.</li> <li>Method 2: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button.</p> <p>Note: After selecting a block, the Confirmation Password screen appears. Complete the process by typing assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.</p> <p>After selecting a block using one of the methods listed above, the Request Selection screen appears. At this screen, any request for advance already logged to the block is listed under the Select Request(s) section.</p>
4.4.3	Select an Advance Request for processing	Examiner	<p>Examiner selects an Advance Request for processing from assigned workload.</p> <p>At the Request Selection screen, select a request through one of the following methods:</p> <ul style="list-style-type: none"> <li>• Method 1: Double click on the desired request.</li> <li>• Method 2: Click on the request once and then click the View/Modify button.</li> </ul> <p>After selecting a request using one of the methods listed above, the Request for an Advance Against an Order screen appears.</p>
4.4.4	Process Requests for Advance against orders	Examiner	<p>Examiner processes Requests for Advance against orders</p> <p>After grabbing a block and selecting a request for processing, the Request for an Advance Against an Order screen appears. At this screen, the particular details for</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>the trip are entered into IATS for the calculation of an advance request.</p> <p>Use the following steps to "complete" the MILPCS Advance Request for Settlement Against an Order screen.</p>
4.4.4.1	Make appropriate Transient Traveler selection	Examiner	<p>Examiner makes appropriate Transient Traveler selection.</p> <p>If the Travel claim will be settled by the same office processing the advance, leave the box unchecked, otherwise check the box.</p> <p>Type of Settlement field defaults to Full Advance.</p> <p>Note: Most MILPCS advances are issued at one travel office and settled at another. Often times IATS users forget to check the Transient Traveler option and the advance amount is erroneously added to the suspense file. Numerous travel offices have excessively large suspense files because of this user error. For this reason, a prompt has been added to IATS that will appear when saving the advance (if the user does not check the Transient Traveler option) when entering the advance.</p>
4.4.4.2	Verify traveler's address	Examiner	<p>Examiner verifies traveler's address.</p> <p>When the Advance Request for Settlement Against an Order screen appears, the Remit To tab is displayed. At this tab, the traveler's address defaults from the address entered at the Maintain Traveler Account screen when the traveler's profile was created. Compare this address to the address appearing on the Request for Advance submitted by the traveler and make any necessary changes. If the IATS user changes the Remit To address at this tab, the change will appear with a red background.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note: Any Changes to the address made on the Remit to Tab once the Examiner clicks on the Update Traveler button will update the Remit To Tab and the Address Tab under the Maintain Traveler Account.</p> <p>After verifying the address at the Remit To tab, click on the Entitlements tab or the Next button to proceed.</p>
4.4.4.3	Identify PCS Travel Advance Entitlements	Examiner	<p>Examiner identifies PCS Travel Advance Entitlements</p> <p>The Entitlements tab is the beginning point for capturing the specific details pertaining to what is authorized on the travel order with regard to the authorized PCS expenses, transportation allowances, and itinerary for the trip, and any reimbursable expenses.</p> <p>Note: Refer to the Help topic, "MILPCS Advance Entitlements tab" in the WINIATS User Manual for additional instructions, if required.</p>
4.4.4.3.1	Select Add Entitlements Button	Examiner	<p>Examiner selects "Add Entitlements" button.</p> <p>Add Entitlement button: Click on this button to select the types of expenses for the requested advance. A drop-down listing appears and displays the expenses that were authorized when the travel order was created/ logged in. The following is a list of possible MILPCS Advance expense types and a Help topic, in the WINIATS User Manual, to additional instructions for processing each particular expense type:</p> <ul style="list-style-type: none"> <li>• Enroute: If the user clicks on the Enroute option, the What's Authorized tab appears, and the user must specify who is traveling and how many cars will be</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>used. Refer to the Help topic, "PCS Advance What's Authorized tab", for additional instructions.</p> <ul style="list-style-type: none"> <li>• TLE: If the user clicks on the TLE option, the Temporary Lodging Entitlement screen appears, and the user must complete this screen to specify the anticipated TLE expenses. Refer to the Help topic, "Completing the TLE Screen" for additional instructions.</li> <li>• DLA: If the user clicks on the DLA option, IATS automatically calculates the advance Dislocation Allowance payment.</li> <li>• DITY: If the user clicks on the DITY option, the DITY Worksheet screen appears, and the user must complete this screen to specify the anticipated DITY entitlement. Refer to the Help topic, "Completing the PCS DITY Worksheet", for additional instructions.</li> </ul> <p>Click on the desired expense type and complete the associated input screen to calculate the advance entitlement for the selected expense. When finished adding expenses, proceed to the Calculations, Financial, and Remarks tabs to finish processing the advance.</p>
4.4.4.3.2	Process Enroute Entitlements description/details	Examiner	Examiner processes Enroute Entitlements description/details
4.4.4.3.2.1	Complete the What's Authorized tab	Examiner	<p>Examiner completes the What's Authorized tab.</p> <p>After clicking on the Add Expense and selecting the Enroute option at the Entitlements tab, the What's Authorized tab appears. At the What's Authorized tab, the Examiner must specify that the traveler is the owner/operator of the POV, the number of cars used, and which</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>travelers are to be included in the advance calculation. Refer to the traveler's NPPSC 1300/1 for details regarding travel itinerary.</p> <p>Use the following steps to "complete" the PCS Advance What's Authorized tab:</p> <ul style="list-style-type: none"> <li>• Owner/Operator of POV: At this field, click in the box if the traveler was the owner and operator of the POV used in the performance of the trip.</li> <li>• Number of Cars: At this field, type the number representing how many POV's are to be used in the calculation of the advance.</li> <li>• Who is being paid for this trip: At this section, the Examiner must specify which of the listed travelers are to be included in the calculation of the advance. If all of the listed travelers should be included, click on the Select All button. If not, click on the desired name.</li> </ul> <p>Note: Service Member and dependents may travel separately. If so separate Owner/Operators of multiple vehicles must be selected so separate travel itineraries can be established.</p> <p>After completing this tab, the Examiner must then click on the Expected Itinerary tab or click on the Next button to continue. Refer to the Help topic, "Expected Itinerary tab" in the WINIATS User Manual, for additional instructions.</p>
4.4.4.3.2.2	Complete Expected Itinerary tab	Examiner	<p>Examiner completes the Expected Itinerary tab.</p> <p>The Expected Itinerary tab is used to capture the anticipated details for the trip itinerary. While</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>completing this screen, refer to the prompt line at the bottom. The prompt line will explain what information is requested at each input field.</p> <p>Use the following steps to "complete" the Expected Itinerary tab:</p> <ol style="list-style-type: none"> <li>1. Expected Duration: At this field, click on the down arrow. Refer to NPPSC 1300/1, but ordinarily a trip duration greater than or equal to 24 hours is the appropriate selection for a PCS Advance.</li> <li>2. Depart Date: The departure date on the first line of the itinerary automatically defaults from the Begin Date entered when the travel order was created. Press Enter to continue or type a different date, in MMDDYY format, if necessary.</li> <li>3. Depart Location: At this field, the Location Selection screen automatically appears. At the State/Country field, type the first two letters of the state or country name. If necessary, click the Up/Down arrows until the desired name is displayed. Click on the highlighted name or press Enter to make the selection.</li> <li>4. At the City/Locality field, type the first two letters of the city/locality name. This displays a listing of city/locality names, for the previously selected state or country, beginning with those letters. Use the procedures described in step (3) above to make the selection.</li> </ol> <p>Tip: If the traveler is departing from an OCONUS location, click in the Locality field and use the procedures described in step (3) above to make the Locality selection.</p> <ol style="list-style-type: none"> <li>5. When the correct State/Country and City/Locality is selected, click on the DTOD button if you wish to have IATS look-up and automatically populate the Miles field in the itinerary with the official distance from the Defense Official Table of Distances.</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>6. Transportation: At this field, a drop-down listing of various transportation modes appears. Click the Up/Down arrows until the desired mode is displayed and then click on the correct mode to make a selection.</p> <p>7. Local?: When the mode PA is selected for the transportation, a prompt asking if travel was to/from a local transportation terminal appears. If so, click in this box. If not, press Enter to continue.</p> <p>8. Arrival Date: The date at the previous Departure Date field defaults to the Arrival Date field. Press Enter to accept this date or type a new date, in MMDDYY format, if necessary.</p> <p>9. Arrive Location: This is the location where the traveler stops to perform official duty, change modes of transportation, or to rest overnight. Use the same method explained at the Depart Location field to select the arrival and DTOD locations.</p> <p>10. Reason for Stop: At this field, a drop-down listing of various reasons for stopping appears. The default value for this field is TD - Temporary Duty. Press Enter if this is correct. If not, click the Up/Down arrows until the desired reason is displayed. Click on the correct reason to make a selection. Click on the definitions button in WINIATS for an explanation of the various reason for stop codes.</p> <p>11. Miles: If not automatically populated by the DTOD look-up feature, type the number of miles claimed by the traveler, if a privately owned vehicle was used. The Defense Table of Official Distances (DTOD) is the official source for worldwide distance information used by the Department of Defense (DoD).</p> <p>Note 1: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 2: When finished with the itinerary, the Reimbursable tab appears next. However, reimbursable expenses are not normally advanced. If an advance for reimbursable travel expenses is requested, Examiner should contact supervisor for additional guidance.</p> <p>Return to the Entitlements Add Expense button.</p>
4.4.4.3.3	Process TLE Advance, if required	Examiner	<p>Examiner processes TLE Advance, if required</p> <p>If the Examiner clicks on the TLE option, the Temporary Lodging Entitlement screen appears, and the user must complete this screen to specify the anticipated TLE expenses. Refer to the Help topic, "Completing the TLE Screen" in the WINIATS User Manual for additional instructions.</p> <p>Note: TLE expenses are not normally advanced. If an advance for TLE travel expenses is requested, Examiner should contact supervisor for additional guidance.</p> <p>Return to the Entitlements Add Expense button.</p>
4.4.4.3.4	Process DLA entitlement, if authorized and requested	Examiner	<p>Examiner processes DLA entitlement, if authorized and requested</p> <p>If the Examiner clicks on the DLA option, IATS automatically calculates the advance Dislocation Allowance payment. Examiner responds to system prompts as required.</p>
4.4.4.3.5	Process DITY Advance, if authorized and requested	Examiner	<p>Examiner processes DITY Advance, if authorized and requested</p> <p>Completing the DITY Advance screen:</p>

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Service Members who are authorized to personally move their household goods are entitled to receive an advance payment of the entitlement to assist with the rental of a moving vehicle and the purchase of packing supplies. The DITY Advance screen is used for this purpose.</p> <p>If the Examiner clicks on the DITY option, the DITY Advance screen appears and the Amount to be advanced for DITY move appears.</p> <p>At this screen, type the pre-computed dollar amount for the DITY advance from the DD 2278 at the Amount to be advanced for DITY Move field and press Enter. After entering the advance amount, click on the OK button to save the entry.</p>
4.4.4.4	Complete PCS Advance Calculations	Examiner	<p>Examiner completes PCS Advance Calculations</p> <p>After processing the specific authorized advances, IATS returns to the Request for an Advance Against an Order screen. To view a summary of the calculations for the advance request, click on the Calculations tab.</p> <p>Note: At this tab, a summary of the calculations is displayed by expense category. In the %Adv column, a percentage is shown that corresponds to the percentage established at the TDY, MILPCS, or CIVPCS Parameters tabs on the Maintain Advance Percents screen in the IATS Maintenance module. This establishes a limit that may be advanced to the traveler for a particular expense category. The Total column reflects the amount that may be advanced after the limitation is applied. Use the following steps to "complete" the Advance Calculations tab:</p>

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Date Advance Due: The current date defaults to this field. If this date is correct, no action is necessary. If not, click in this field and type the desired date in MMDDYY format.</li> <li>• Advance Authorized: Click in this field, and the Allocate PCS Advance screen appears. At this screen, the amount calculated by IATS for the particular entitlements appears in the Outstanding field. Examiners should apply all the IATS calculated amounts simply by clicking on the Default button. After applying all of the desired amounts, click on the OK button.</li> </ul> <p>After completing the Calculations tab, click on Next button or the Financial tab to proceed.</p>
4.4.4.5	Complete the Financial tab entries	Examiner	<p>Examiner completes the Financial tab entries.</p> <p>The Financial tab is used to specify the method of payment, a split payment amount, and to add the accounting information.</p> <p>Refer to <a href="#">PPIB 17-23 and PPIB 17-28</a> for modified Line of Accounting (LOA) and Standard Document Number (SDN) format effective 01 October 2017 and beyond.</p> <p>Use the following steps to "complete" the Financial tab:</p> <ul style="list-style-type: none"> <li>• Method of Payment: Press the Up/Down arrows on the keyboard to scroll through a list of payment options or click on the down arrow to the right of this field. Select EFT unless otherwise directed.</li> <li>• Modify Accounting: Click this button to access the Accounting screen and enter the accounting information.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>The appropriation will default depending upon the TONO entry. Click Generate (System Generate).</p> <ul style="list-style-type: none"> <li>• Verify Line(s) of Accounting against orders.</li> </ul> <p>After completing the Accounting lines, click the OK button to save the entries. IATS returns to the Financial tab. If desired, click on the Next button or the Remarks tab and add any necessary remarks. Refer to the Help topic, "Remarks tab", in the WINIATS User Manual, for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen.</p> <p>Note: Remarks are intended as an aid to the Auditor, Travel Office processing the advance, and/or the traveler to draw attention to any out of the ordinary advance processing.</p>
4.4.4.6	Complete the Remarks tab, if required	Examiner	<p>Examiner completes the Remarks tab, if required</p> <p>After verifying the accounting lines to a Request for Advance, the user may want to add some optional Remarks to the printed travel voucher, the traveler's historical record, or both. If desired, click on the Next button or the Remarks tab and add any necessary remarks. Refer to the Help topic, "Remarks tab" in the WINIATS User Manual for additional instructions. If no remarks are needed, click the OK button to return to the Request Selection screen.</p> <p>Use the following steps to "complete" the Remarks tab:</p> <p>Click on the Remarks tab. The following screen appears:</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Remarks in History: If wishing to add remarks to the traveler's historical record, click in this box and type the desired remarks.</li> <li>• Remarks on Voucher: If wishing to add remarks to the traveler's printed voucher, click in this box and type the desired remarks.</li> </ul> <p>Note: If you wish to add a standard remark from the Standard Voucher Remarks table, click on the Get Standard Voucher Remarks button. The Standard Voucher Remarks screen appears. At the Standard Voucher Remarks screen, click on the down arrow to display a list of remarks and then click on the desired remark. The selected remark will be displayed in the Remarks text box. If you are satisfied with the remark, click on OK. Repeat above steps if you wish to add additional standard remarks.</p> <p>Tip: Any remarks typed in the "Remarks in History" box are automatically copied to the "Remarks on Voucher" box if the user clicks on the Copy button.</p> <p>When finished adding remarks, click on the OK button to save the entries and return to the Request Selection screen.</p>
4.4.5	Are there additional Travel Advance requests to process within the block?	Examiner	<p>Are there additional Travel Advance requests to process within the block?</p> <p>If Yes, <b>go to 4.4.6</b>                      If No, <b>go to 4.4.7</b></p>
4.4.6	Process additional	Examiner	Examiner processes additional Travel Advance requests within the block

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Travel Advance requests within the block		<p>After completing all of the input fields and pressing Enter, the cursor returns to the SSN/ID field. Follow the steps above to continue logging additional requests to the block if desired.</p> <p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear.</p> <p><b>Go to 4.4.3</b></p>
4.4.7	Do any processed Travel Advance requests need to be deleted or returned?	Examiner	<p>Do any processed Travel Advance requests need to be deleted or returned?</p> <p>If No, <b>go to 4.4.8</b> (Release Block for Auditing) If Yes, <b>go to 4.4.7.1</b></p>
4.4.7.1	Do processed advance requests need to be returned to traveler or deleted from block?	Examiner	<p>Do processed advance requests need to be returned to traveler or deleted from block?</p> <p>Tip: If you wish to return or delete a request that has been logged in, click in the check box at the Flagged for Return or Flagged for Delete column to the left of the SSN/ID field for the claim you wish to return or delete. When you click on OK, the Return Voucher or Reason for Delete screen will appear.</p> <p>Note: This feature to initiate the process to return or delete a claim from the Logging of Requests screen cannot</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>occur unless the block has actually been saved and a claim has been saved to the block.</p> <p>If Returned, <b>go to 4.4.7.2</b></p> <p>If Deleted, <b>go to 4.4.7.3</b></p>
4.4.7.2	Return request to Traveler	Examiner	<p>Examiner returns request to Traveler.</p> <p>Some requests received in the travel office cannot be processed. There are various reasons for this - no signature on the voucher, no attached travel orders, etc. Travel Offices frequently receive advance requests that cannot be processed and must be returned to the traveler.</p> <p>The following is a list of IATS Reason Codes for returning a request to a traveler:</p> <ul style="list-style-type: none"> <li>• Mode of travel not consistent with orders</li> <li>• DD Form 1351-2 not signed</li> <li>• Missing AO verification/approval</li> <li>• Approving Officer signature required</li> <li>• Incomplete or improperly completed itinerary</li> <li>• Block 16 of DD Form 1351-2 does not reflect own/operate or passengers</li> <li>• Complete highlighted blocks of DD 1351-2</li> <li>• Block 6 of DD Form 1351-2 (address) traveler's not commands</li> <li>• SSN on orders and DD 1351-2 do not match</li> <li>• TLE form required</li> <li>• EFT information required</li> <li>• Missing travel orders</li> <li>• Additional pages (beyond first page) of orders missing</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Travel orders already liquidated/duplicate claim</li> <li>• Missing detaching/reporting endorsements</li> <li>• Local travel requires a <a href="#">OF 1164</a> vice a DD 1351-2</li> <li>• Missing certificate of non-availability</li> <li>• Need to obtain CBQ memo of non-occupancy of government quarters</li> <li>• Missing lodging receipts or explanation for missing receipts</li> <li>• Original lodging receipts (or faxed receipts from hotel) required</li> <li>• Receipts required for reimbursement over \$75.00</li> <li>• Missing valid receipts for reimbursables or explanation for missing receipts</li> <li>• Official telephone charges must be authorized</li> <li>• Specify whether meals were included in registration/conference fees</li> <li>• Incorrect name on voucher</li> <li>• Incorrect fund site</li> <li>• Incorrect document number/Standard Document Number not complete</li> <li>• Incorrect itinerary</li> <li>• Date(s) of travel incorrect</li> <li>• Orders reflect erroneous or no accounting data</li> <li>• Full reimbursement for commercial air must be substantiated</li> <li>• Rental car requires command authorization</li> <li>• Rental car requires SATO endorsement for reimbursement and approval</li> <li>• DD Form 1351-3 not signed for actual expense</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Missing separation travel order</li> <li>• Missing separation travel allowance election</li> <li>• Distance of travel exceeds authorized distance for separation</li> <li>• Missing retirement travel order</li> <li>• Missing retirement home of selection certificate</li> <li>• Missing extension approval for late retirement</li> </ul> <p>Other (Use narrative remarks to specify reason for return)</p>
4.4.7.2.1	Initiate return request to traveler	Examiner	<p>Examiner initiates return request to traveler.</p> <p>There are (3) methods you can choose for returning a request to the traveler:</p> <p>Method 1: Return a request from the Logging of Requests screen.</p> <p>Click in the check box at the Flagged for Return column to the left of the SSN/ID field for the claim you wish to return. When you click on OK, the Return Voucher screen will appear.</p> <p>Method 2: Return a request from the Examiner View screen.</p> <p>At the Examiner View screen, click on the File menu and then click on the Return Requests option. The Traveler Selection screen appears.</p> <p>At the Traveler Selection screen, type the traveler's SSN for the request being returned at the Find ID field. When the account information appears, click the OK button. The Return Voucher Record Selection screen appears.</p> <p>At this screen, click on the order number for the request being returned and then click the OK button. The Return Voucher screen will appear.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Method 3: Initiate the process to return a request from the Request Selection screen.</p> <p>At the Request Selection screen, click on the claim you wish to return.</p> <p>When the desired claim has been selected, click on the Return Request button. The Return Voucher screen will appear.</p>
4.4.7.2.2	Complete return request to traveler	Examiner	<p>Examiner completes return request to traveler.</p> <p>From the Returning Claims to Traveler screen complete the following fields:</p> <ol style="list-style-type: none"> <li>1. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes.</li> <li>2. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address.</li> <li>3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection (Refer to <b>Step 4.4.7.2</b> as required).</li> <li>4. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the instructions from step (3) above to add additional reasons.</li> <li>5. Remarks: Click in this field and type a remark if desired.</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Click Ok.
4.4.7.2.3	Notify CPPA via eCRM	Examiner	<p>Examiner notifies CPPA via eCRM.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support claim processing.</p> <p><b>Go to 4.4.7</b></p>
4.4.7.3	Delete an Advance Request for Settlement from the block	Examiner	<p>Examiner deletes an Advance Request for Settlement from the block.</p> <p>On occasion, a request for advance must be deleted from a block. For example, a claim may have been logged to the wrong block, or was computed, but cannot be disbursed because of a missing receipt. Complete the following steps to "delete" an Advance Request for Settlement:</p> <p>1. At the Examiner View screen, select a block through one of the following methods:</p> <p>Method 1: Double click on the desired block listed under the To Do section or by clicking on the block once and then clicking the Process Block button.</p> <p>Method 2: Click on the desired block listed under the To Do section and then click on the File menu at the top left corner of the screen. A drop-down menu appears listing several options. Click on the Process Block option.</p> <p>Note: After selecting a block using one of the (2) methods listed above, the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section.</p> <p>2. At the Request Selection screen, click on the request to be deleted.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>3. When the correct request is highlighted, click the Delete button. The Delete this Request for a Settlement Against an Order screen appears.</p> <p>4. At this screen, click the Delete button. A message will appear asking if you are sure you wish to delete the request. Click the Yes button.</p> <p>5. If the option in the IATS Maintenance module has been activated to generate the "Deleted Details Report," the Reason For Deletion of Claim screen appears.</p> <p>Note: The Reason for Deletion of Claim screen only appears when the option "Reason for Delete" has been enabled in the Maintenance module. If this screen does not appear, proceed to step 10.</p> <p>6. At the Reason for Deletion of Claim screen, you have the option of placing up to four reasons for deleting the request by clicking on the Down arrow button at the Reason fields.</p> <p>Tip: At the Reason for Deletion of Claim screen, you have the option of either selecting a reason or simply entering a remark into the Remarks text box. One or the other is required. You may also do both - select a reason from the drop-down list and add a remark if desired.</p> <p>7. If you click on the Down arrow button, a list of all of the reasons that were previously entered into the "Reasons for Claim Deletion" table in the Maintenance module, will be displayed.</p> <p>8. Click on the desired reason from the drop-down list of reasons that will appear after you click on the Down arrow button. Or click in the Remarks text box and type the reason the request is being deleted.</p> <p>9. After selecting a reason, entering a remark, or both, click on OK.</p> <p>10. The Confirmation Password screen appears next. Type your confirmation password at the Enter Password field and press</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Enter or click the OK button. IATS deletes the request and returns to the Request Selection screen.
4.4.7.4	Notify CPPA via eCRM, as necessary	Examiner	<p>Examiner notifies CPPA via eCRM, as necessary.</p> <p>Notify CPPA via eCRM as necessary to explain reason for Deleting the Advance Request for Settlement and for additional documentation required to support advance processing, if required.</p> <p><b>Go to 4.4.7</b></p>
4.4.8	Release block for auditing	Examiner	<p>Examiner releases block for auditing</p> <p>From the Request Selection screen, select done, which returns Examiner to their queued work screen:</p> <ul style="list-style-type: none"> <li>• Select (highlight) block for release.</li> <li>• Select "Release Block" button.</li> <li>• Enter Confirmation Code.</li> <li>• Print block number, attach all the advances in block-to-block number and deliver to the Auditor.</li> </ul>
4.5	Log out of IATS	Examiner	<p>Examiner logs out of IATS, if appropriate</p> <p>Refer to <b>Step 4.3</b>, if required.</p>
5	Audit Travel Advance Request	Auditor/ Examiner / Disbursing Clerk	<p>Audit Travel Advance Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel advance requests must be audited before the block can be released for further processing by an individual with Auditor Function capabilities.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Auditing Overview:</p> <ul style="list-style-type: none"> <li>• After an advance is entered into IATS, an audit is required before the transaction can be released for further processing. Travel claims are often complex, and Voucher Examiners are not always experienced. For these reasons, it is a good idea to have a supervisor, or experienced Voucher Examiner audit certain claims prior to payment.</li> <li>• Since NPPSC policy requires 100% audit and certification of all advances and settlements after a block is released by the Voucher Examiner, the status of the block changes to "Awaiting Audit". Before a block can be audited, however, it must be grabbed by the Auditor or assigned to the Auditor by the System Administrator.</li> <li>• Then, if any errors are found, the Auditor must reassign the block back to the Voucher Examiner for corrections. After the corrections are made, the Voucher Examiner must again release the block for further processing.</li> <li>• Once all claims in a block are audited and any required corrections are made, the block must be released by the Auditor for further processing. Releasing blocks in the status Awaiting Audit and the audit function, can only be performed by individuals with Auditor privileges. This privilege is established when the usernames and passwords are assigned by the System Administrator.</li> </ul>
5.1	Login to IATS in the Auditor View mode or change the View to Auditor, if necessary	Auditor	<p>Auditor logs in to IATS in the Auditor View mode or changes the View to Auditor, if necessary</p> <p>Refer to <b>Step 4.1</b>, as required.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5.2	Select block for audit	Auditor	<p>Auditor selects block for audit.</p> <p>Before a block of requests can be audited, the block must be assigned to an Auditor. The most common method of assigning a block is for the Auditor to "grab" the desired block from those available. After incoming claims are logged to a block or when a block is released for further processing, the block resides in a pool awaiting assignment. Alternatively, the block requiring audit is assigned to the Auditor. The process begins at the Auditor View screen. At this screen, select the block requiring audit.</p> <p>Complete the following steps to "grab" a block:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Grab Blocks button and the Block Selection screen appears.</li> <li>• Select a block by double clicking on the desired block or by clicking on the block once and then clicking the OK button.</li> </ul> <p>Tip: Users may select all of the blocks listed by clicking on the Select All button. To void a selection, click the Unselect All button.</p> <ul style="list-style-type: none"> <li>• After selecting a block, the Confirmation Password screen appears. Complete the process by typing your assigned Confirmation Password at the Enter Password field and then click the OK button or press Enter.</li> </ul>
5.3	Select requests for audit	Auditor	<p>Auditor selects requests for audit.</p> <p>Note: After selecting a block the Request Selection screen appears. At this screen, all requests assigned to the block are listed under the Select Request(s) section. Current NPPSC policy requires a 100% audit and certification of all advance and settlement requests.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>At the Request Selection screen, select a request through one of the following methods:</p> <ul style="list-style-type: none"> <li>• Method 1: Double click on the desired request.</li> <li>• Method 2: Click on the request once and then click the View/Audit button.</li> </ul>
5.4	Perform a forced audit	Auditor Disbursing Clerk/Examiner	<p>Auditor performs a forced audit.</p> <p>Using the forced method, the Auditor must view all of the input screens for the advance request flagged for audit. If the Auditor discovers an error requiring correction, the block must be returned to the Examiner and the Examiner must modify the previously entered request for advance.</p>
5.4.1	Conduct audit of PCS Travel Advance requests	Auditor	<p>Auditor conducts audit of PCS Travel Advance requests.</p> <p>Complete the following steps to "audit" previously entered advance requests by viewing the input screens:</p> <ul style="list-style-type: none"> <li>• Once a request from the block is selected for audit. The Request for Advance Against an Order screen will appear.</li> <li>• View all the input screens and verify data entries against the source documentation in the eCRM travel advance request. These are the five tabs that have to be viewed in their entirety: <ul style="list-style-type: none"> <li>o Remit To</li> <li>o Entitlements (What's Authorized)</li> <li>o Calculations</li> <li>o Financial</li> <li>o Remarks</li> </ul> </li> <li>• Make notes of any errors during the review of the entire advance.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Note 1: The Auditor must review all input screens in order for WINIATS to allow Auditor to complete audit.</p> <p>Note 2: The Auditor cannot make corrections to the travel advance request. Corrections can only be made by the Examiner.</p> <p>Note 3: If during a forced audit, the Auditor attempts to exit the travel advance prior to the review of all required screen inputs, WINIATS will prompt the Auditor that the audit is not completed and identify the remaining screens that require audit.</p> <p>When finished viewing all the input screens, click on the OK button at the Request for Advance Against an Order screen. IATS returns to the Request Selection screen.</p>
5.4.2	View Travel Account information, if required	Auditor	<p>Auditor views Travel Account information, if required</p> <p>Viewing Travel Accounts: While WINIATS does not force the Auditor to view the traveler's account information (e.g., verify suspect EFT information), it is a good business practice since the Auditor assumes the pecuniary responsibility for all elements of the MILPCS Advance once the audit is complete.</p> <p>Complete the following steps to "view" a travel account:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Tools menu. A drop-down list of options appears.</li> <li>• Click on the Traveler Profile option and the Traveler Selection screen appears.</li> <li>• At the Traveler Selection screen type the Social Security Number (SSN), for the traveler whose account</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>you wish to view, at the Find ID field and press Enter or click on the OK button. The Traveler Account screen appears.</p> <ul style="list-style-type: none"> <li>• View Traveler Account screen tabs as appropriate and make any necessary correction annotations as required.</li> <li>• When finished viewing the travel account, click on the OK or Cancel button.</li> </ul>
5.4.3	View Daily Calculations information to identify any travel advance computational errors	Auditor	<p>Auditor views Daily Calculations information to identify any travel advance computational errors.</p> <p>Complete the following steps to "display" the daily calculations:</p> <ul style="list-style-type: none"> <li>• Click on the Entitlements tab at the Request for Advance screen.</li> <li>• At the Entitlements tab, click on the entitlement or expense you wish to display the daily calculations for.</li> <li>• When the entitlement or expense is highlighted, click on the Daily Calcs button. The Daily Calculations screen appears.</li> </ul> <p>When finished reviewing this screen, click the OK button to return to the previous screen.</p>
5.4.4	Mark request as being audited	Auditor	<p>Auditor marks request as being audited.</p> <p>Note: If Auditor selects No, then travel advance request will have to be re-audited in its entirety.</p>
5.4.5	Do additional PCS travel advance requests within the	Auditor	<p>Do additional PCS travel advance requests within the block require audit?</p> <p>If Yes, <b>go to 5.3</b></p> <p>If No, <b>go to 5.4.6</b></p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	block require audit?		
5.4.6	Does the audited block need to be returned to Examiner for correction?	Auditor	<p>Does the audited block need to be returned to Examiner for correction?</p> <p>If Yes, <b>go to 5.4.7</b></p> <p>If No, <b>go to 5.4.9</b></p>
5.4.7	Return block to Examiner for correction	Auditor	<p>Auditor returns block to Examiner for correction.</p> <p>After auditing all the advance requests within a block, it may be necessary to return the block to the Examiner for correction. Complete the following steps to "return" a block to the Examiner for correction:</p> <ul style="list-style-type: none"> <li>• At the Auditor View screen, click on the Return Block button or click on the File menu and select the Return Block(s) option. The Confirmation Password screen appears.</li> <li>• At the Confirmation Password screen, type the confirmation password at the Enter Password field and click the OK button. The Return Message screen appears.</li> </ul> <p>At this screen, type a brief message explaining why the block is being returned and then click the OK button. IATS returns the block back to the Examiner who originally had it.</p>
5.4.8	Make corrections to travel advance request	Examiner	<p>Examiner makes corrections to travel advance request and then releases block back to Auditor.</p> <p>After Auditor reassigns the block back to the Voucher Examiner for corrections, the Examiner reviews Auditor's remarks and makes corrections to travel advance request(s) as required by performing appropriate actions detailed in <b>Step 4</b>.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>After the corrections are made, the voucher examiner must again release the block to the Auditor for further processing.</p> <p><b>Go to 5.1</b></p> <p>Note: Once all of the travel advance requests within a block are audited and any required corrections are made, the block can be released by the Auditor to disbursing for further processing.</p>
5.4.9	Do request(s) within the audited block need to be returned for correction?	Auditor/ Examiner	<p>Do request(s) within the audited block need to be returned for correction?</p> <p>If Yes, <b>go to 5.4.9.1</b></p> <p>If No, <b>go to 5.4.10</b></p> <p>The following is a list of IATS Reason Codes for returning a request:</p> <ul style="list-style-type: none"> <li>• Mode of travel not consistent with orders</li> <li>• DD Form 1351-2 not signed</li> <li>• Missing AO verification/approval</li> <li>• Approving Officer signature required</li> <li>• Incomplete or improperly completed itinerary</li> <li>• Block 16 of DD Form 1351-2 does not reflect own/operate or passengers</li> <li>• Complete highlighted blocks of DD 1351-2</li> <li>• Block 6 of DD Form 1351-2 (address) Service Member's not commands</li> <li>• SSN on orders and DD 1351-2 do not match</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• TLE form required</li> <li>• EFT information required</li> <li>• Missing travel orders</li> <li>• Additional pages (beyond first page) of orders missing</li> <li>• Travel orders already liquidated/duplicate claim</li> <li>• Missing detaching/reporting endorsements</li> <li>• Local travel requires a <a href="#">OF 1164</a> vice a DD 1351-2</li> <li>• Missing certificate of non-availability</li> <li>• Need to obtain CBQ memo of non-occupancy of government quarters</li> <li>• Missing lodging receipts or explanation for missing receipts</li> <li>• Original lodging receipts (or faxed receipts from hotel) required</li> <li>• Receipts required for reimbursement over \$75.00</li> <li>• Missing valid receipts for reimbursables or explanation for missing receipts</li> <li>• Official telephone charges must be authorized</li> <li>• Specify whether meals were included in registration/conference fees</li> <li>• Incorrect name on voucher</li> <li>• Incorrect fund site</li> <li>• Incorrect document number/Standard Document Number not complete</li> <li>• Incorrect itinerary</li> <li>• Date(s) of travel incorrect</li> <li>• Orders reflect erroneous or no accounting data</li> <li>• Full reimbursement for commercial air must be substantiated</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Rental car requires command authorization</li> <li>• Rental car requires SATO endorsement for reimbursement and approval</li> <li>• DD Form 1351-3 not signed for actual expense</li> <li>• Missing separation travel order</li> <li>• Missing separation travel allowance election</li> <li>• Distance of travel exceeds authorized distance for separation</li> <li>• Missing retirement travel order</li> <li>• Missing retirement home of selection certificate</li> <li>• Missing extension approval for late retirement</li> </ul> <p>Other (Use narrative remarks to specify reason for return)</p>
5.4.9.1	Do request(s) within the audited block need to be returned to Examiner or Traveler?	Auditor	<p>Do request(s) within the audited block need to be returned to Examiner or Traveler?</p> <p>If Traveler, <b>go to 5.4.9.2</b></p> <p>If Examiner, <b>go to 5.4.9.4</b></p>
5.4.9.2	Return request to a traveler	Auditor	<p>Auditor returns request to a traveler.</p> <p>While performing an audit, the Auditor may determine that it is necessary to return the claim back to the traveler. A feature was added to IATS that allows the Auditor to perform this task instead of sending the block back to the Examiner and having the Examiner return the claim.</p> <p>Complete the following steps to "return" a request to the Traveler:</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ol style="list-style-type: none"> <li>1. If it is determined that the request must be returned to the Traveler, click on the Return Request button. A sub-menu appears.</li> <li>2. Click on the Return Request to Traveler option. The Return Voucher screen appears.</li> <li>3. Send To: When this screen appears, the traveler's address is displayed. If this information is correct, no action is necessary. If not, click in the appropriate fields and type the desired changes.</li> <li>4. Parent Organization: If wishing to route the return through the traveler's parent organization, click in the appropriate fields and type the parent organization's address.</li> <li>5. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection.</li> <li>6. Users may add up to (5) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the instructions from step (5) above to add additional reasons.</li> <li>7. Remarks: Click in this field and type a remark if desired.</li> <li>8. Click on OK to save. When finished saving the Request Selection screen appears allowing you to return a request for a different person, if desired, or continue auditing the block.</li> </ol> <p>If you do not want to return a request for another individual, or continue auditing the block, click on the Done button to return to the Auditor View screen.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
5.4.9.3	Notify CPPA via eCRM	Auditor	<p>Auditor notifies CPPA via eCRM.</p> <p>Notify CPPA via eCRM as necessary for additional documentation required to support claim processing.</p> <p>When CPPA returns documentation, continue audit.</p> <p><b>Go to 5.4.1</b></p>
5.4.9.4	Return request to the Examiner	Auditor	<p>Auditor returns request to the Examiner.</p> <p>While performing an audit, the Auditor may determine that it is necessary to return the claim back to the Examiner. A feature was added to IATS that allows the Auditor to perform this task instead of sending the entire block back to the Examiner and holding up the other claims on the block.</p> <p>Complete the following steps to "return" a request to an Auditor or an Examiner:</p> <ol style="list-style-type: none"> <li>1. If it is determined that the request must be returned to an Auditor or an Examiner, click on the Return Request button. A sub-menu appears.</li> <li>2. Click on the Return Request to Auditor/Examiner option. The Return Request screen appears.</li> <li>3. Assign to: Click in the circle next to Examiner</li> <li>4. At the Find field, you can type the number of the block you wish to transfer a claim from and then press Enter.</li> <li>5. Move to Block: Click on the down arrow button. A drop-down listing appears displaying all of the blocks that match the criteria for the block selected. Click on the desired block number to make a selection or type the number to create a new block. If automatic block numbering</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>is activated, type the word New to create a new block, if applicable.</p> <p>6. Enter confirmation password: After making your required selections. Click in the Enter confirmation password field and type your confirmation password.</p> <p>7. Click on the Return button.</p> <p>8. IATS returns the request, and the Request Selection screen appears allowing you to return another request or continue auditing the block.</p> <p>If you do not want to return another request or continue auditing the block, click on the Done button to return to the Auditor View screen.</p>
5.4.9.5	Enter Auditor Remarks/Comments	Auditor	<p>Auditor enters Auditor Remarks/Comments</p> <p>If a claim requires audit, sometimes it is necessary to make detailed comments that the Examiner will need to see so that all of the required changes are made.</p> <p>The Reasons For Auditor Return screen is used for this purpose. Complete the following steps to "enter" Auditor Remarks:</p> <ol style="list-style-type: none"> <li>1. When performing an audit, you will see an Auditor Remark button on the Request for Settlement or Advance screen.</li> <li>2. Click on the Auditor Remark button. The Reasons For Auditor Return screen will appear.</li> <li>3. Reason(s) for Return: At the first Reason for Return field, click on the down arrow button to display a list of the reasons for return from the Reasons for Return Codes table in the Maintenance module. When the list is displayed, click on the desired reason to make a selection.</li> <li>4. Users may add up to (3) reasons for returning a request. If additional reasons are needed, click in the next available Reason for Return field, and repeat the</li> </ol>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>instructions from step (3) above to add additional reasons.</p> <p>5. Auditor Comments: Click in this field and type a remark if desired.</p> <p>Click on the Save Reasons Now button when you are finished.</p>
5.4.9.6	Make corrections and return request to Auditor	Examiner	<p>Examiner makes corrections and returns request to Auditor.</p> <p>Examiner makes corrections to travel advance request and then returns request back to Auditor.</p> <p>After Auditor reassigns the block/request back to the voucher Examiner for corrections, the Examiner reviews Auditor's remarks and makes corrections to travel advance request(s) as required by performing appropriate actions detailed in <b>Step 4</b>.</p> <p>After the corrections are made, the voucher Examiner must again release the block to the Auditor for further processing.</p> <p><b>Go to 5.4.1</b></p> <p>Note: Once all of the travel advance requests within the block are audited and any required corrections are made, the block can be released by the Auditor to disbursing for further processing.</p>
5.4.10	Release block to Disbursing Clerk for further processing	Auditor	<p>Auditor releases block to Disbursing Clerk for further processing.</p> <p>Once the Auditor is certain that there are no outstanding logged requests within the block, the next step is to</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>release it for further processing. Complete the following steps to "release" a block:</p> <p>At the Auditor View screen, click on the listed block that you wish to release.</p> <p>Note: Before attempting to release a block, it's good idea to determine that all requests on the block have been processed. This is accomplished by double clicking on the desired block. The Request Selection screen appears. Look at the Status field to ensure the status of each request is Entered. If there are any requests in the status "Logged" or "Awaiting Audit", the request must be processed or deleted from the block before the block may be released.</p> <p>Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks.</p> <ul style="list-style-type: none"> <li>• When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear.</li> <li>• At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter.</li> <li>• After entering the confirmation password, a message appears asking if you wish to print the block tickets for the blocks being released. Click on Yes or No as desired.</li> </ul> <p>Note: It's a good business practice to always print the block ticket to use as a cover sheet. Advance requests are sometimes added to the block or deleted during the processing phase and may not reflect the cover sheet</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			originally printed if the block was initially logged into IATS through the logging process. Disbursing clerks can also use the latest block ticket cover sheet to verify that a valid request exists for the transactions that appear in the upload file.
5.4.11	Does the same individual have Auditor and Disbursing Clerk role assignment?	Disbursing Clerk	<p>Does the same individual have Auditor and Disbursing Clerk role assignment?</p> <p>If Yes, <b>go to 5.6</b></p> <p>If No, <b>go to 5.5</b></p>
5.5	Review blocks for disbursement processing	Disbursing Clerk Examiner / Auditor	<p>Disbursing Clerk reviews blocks for disbursement processing.</p> <p>Once the Disbursing Clerk has received and grabbed a block for Disbursement Processing, a review should be performed to ensure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the Voucher Examiner or Auditor for corrections or review.</p>
5.5.1	View blocks	Disbursing Clerk	<p>Disbursing Clerk views blocks in the Disbursing View</p> <p>Before processing a block, the disbursing clerk should view the block to determine what types of payments the block contains. Complete the following steps to "view" a block:</p> <ul style="list-style-type: none"> <li>• At the Disbursing View screen, click on the listed block that you wish to view and then click the View Block button. The Request Selection screen appears.</li> <li>• At the Request Selection screen, all requests assigned to the block are listed.</li> <li>• If finished reviewing the block, click the Done button.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Tip: The user may also view the input screens for the requests if desired.
5.5.2	View requests	Disbursing Clerk	<p>Disbursing Clerk views requests</p> <p>Complete the following steps to "view" a request:</p> <ul style="list-style-type: none"> <li>• At the Request Selection screen, select a request through one of the following methods:                             <ul style="list-style-type: none"> <li>o Method 1: Double click on the desired request.</li> <li>o Method 2: Click on the request once and then click the View/Modify button.</li> </ul> </li> <li>• After selecting a request using one of the methods listed above, the Request for Advance Against an Order screen appears.</li> <li>• At this screen, click on the appropriate tab to view the necessary input screen.</li> </ul> <p>Tip: If needing to view the Itinerary or Reimbursables tab, click on the Entitlements tab, click on the listed entitlement or expense, and then click on the View/Modify button. The Itinerary and Reimbursables tab will then be visible.</p> <ul style="list-style-type: none"> <li>• When finished viewing the desired input screens, click on the OK button at the Request for Advance Against an Order screen. IATS returns to the Request Selection screen.</li> <li>• Click the Done button to return to the Disbursing View screen if finished viewing the block.</li> </ul>
5.5.3	Does block need to be returned to Examiner or	Disbursing Clerk	<p>Does block need to be returned to Examiner or Auditor for correction?</p> <p>Yes, go to 5.5.4</p> <p>No, go to 5.6</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Auditor for correction?		
5.5.4	Return block(s) for correction	Disbursing Clerk	<p>Disbursing Clerk returns block(s) for correction.</p> <p>Once the Disbursing clerk has received and grabbed a block for Disbursement Processing, a review should be performed to be sure that the block is ready for disbursement. If a problem is discovered, the block may have to be returned to the Voucher Examiner or Auditor for corrections or review.</p> <p>Complete the following steps to "return" a block:</p> <ul style="list-style-type: none"> <li>• At the Disbursing View screen, click on the Send to Disbursing tab and then click desired block listed under the heading "Blocks Available for Upload to Disbursing".</li> <li>• After selecting a block, click on the File menu and then click on the Return Block(s) option. The Confirmation Password screen appears.</li> <li>• Type the confirmation password at the Enter Password field and then click the OK button. The Return Message screen appears.</li> <li>• At this screen, type a brief message explaining why the block is being returned and what action to take, then click the OK button. The Return to Whom screen appears next.</li> <li>• At the Return to Whom screen, click in the circle next to the option you wish to choose and then click on the OK button. IATS returns the block to the individual selected.</li> </ul> <p>Tip: When the Voucher Examiner/Auditor sees the returned block listed at the Examiner View or Auditor View screen,</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			the message that was entered by the disbursing clerk is displayed at the bottom of the screen.
5.5.5	Make corrections to travel advance request	Examiner / Auditor	<p>Examiner/Auditor makes corrections to travel advance request and then releases block back to the disbursing clerk.</p> <p>Examiner/Auditor makes corrections to travel advance request in accordance with disbursing clerk remarks.</p> <p>After the corrections are made, the Voucher Examiner/Auditor must again release the block to the disbursing clerk for further processing.</p> <p><b>Go to 5.5.1</b></p>
5.6	Grab blocks, print Block Selection Screen and release Blocks to Disbursing	Disbursing Clerk	<p>Disbursing Clerk grabs blocks, prints Block Selection Screen and releases Blocks to Disbursing</p> <p>All block(s) that have been assigned to the disbursing clerk are listed at the Disbursing View screen. Initially, the block status is shown as "Awaiting Release". The disbursing clerk must release the blocks(s) and change the status to "Released For Disbursement" before attempting to perform the various disbursing processes.</p>
5.6.1	Grab blocks for Release to Disbursing	Disbursing Clerk	<p>Disbursing Clerk grabs blocks for Release to Disbursing and prints Block Selection Screen</p> <p>Blocks that have been released by the Auditor will be in an "awaiting release" status in IATS. Select Disbursing Functions, click on "Grab Blocks" button. Select each block to be disbursed by holding the CTRL button and clicking on each block individually (below right); if all blocks displayed are to be released, you may simply select the "Select All" button. Once the blocks to be released</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			have been selected, click the "Print" button, and select "Print Block Selection Screen". Then, click the "OK" button.
5.6.2	Release blocks to Disbursing	Disbursing Clerk	<p>Disbursing Clerk releases blocks to Disbursing.</p> <p>Complete the following steps to "release" a block:</p> <ul style="list-style-type: none"> <li>• At the Disbursing View screen, click on the Send to Disbursing tab. All blocks in the status "Awaiting Release" will be listed.</li> <li>• Click on the listed block that you wish to release. Tip: If there is more than one block you wish to release, multiple blocks can be selected by pressing and holding down the Shift key and clicking on the additional blocks.</li> <li>• When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear.</li> <li>• At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter.</li> </ul> <p>Once entered, the block(s) will be released to the "Uploading to Disbursing" file.</p>
6	Prepare and upload WINIATS files via SFTP to the DFAS ADS system for payment	System Administrator Certifying Officer	<p>System Administrator prepares and uploads WINIATS files via SFTP to the DFAS ADS system for payment.</p> <p>Note: It is a good business practice to ensure that the upload file is deleted each day immediately following receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
6.1	Prepare WINIATS for file upload to disbursing system	System Administrator	<p>System Administrator prepares WINIATS for file upload to disbursing system.</p> <p>After disbursing clerk has released the block(s) and changed the status to "Released For Disbursement" the following disbursing functions may be performed:</p> <p>Change to the System Administrator view, expand "Upload to Mainframe", and select "Upload Transactions to Disbursing System". Make sure that the "Upload File of Size" block shows "0". If not, select the "Delete Upload File from Disk" and follow the screen prompts.</p> <p>Note: Regardless of Upload File of Size status, select "Delete Upload File from Disk" and follow the screen prompts. This best practice ensures that any stray or errant files from the last upload are not inadvertently retransmitted/uploaded to the Disbursing System.</p>
6.2	Append and rename upload file	System Administrator	<p>System Administrator appends and renames upload file.</p> <p>After the deletion of the previous files is complete, you will be returned to the "Upload Data to ADS Disbursing System" display (below left). Select the "Create/Append Upload File with Blocks Released to Disbursing" button and click in the "Copy/Rename ASCII File" check box (below right). You may now proceed with creating your upload file.</p>
6.3	Assign batch number and complete block field file designations for upload	System Administrator	<p>System Administrator assigns batch number and completes block field file designations for upload.</p> <p>At the "Upload Data to ADS Disbursing System" display, click "OK". The "ADS File &amp; Header Information" display will appear. Assign the next batch number (locally assigned batch number), fill the block field with a zero</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			and your TSC UIC (ex: 042574), and submission number (same as the locally assigned batch number), and click ok. The ADS screen will appear. Print the screen. This has your count and dollar value to upload to the SFTP. If you don't print, the screen will not be available to reprint later. This creates your (#####).tv1 file to be transmitted, i.e., 43339126.tv1 (UIC and batch#.tv1).
6.4	Select blocks for upload	System Administrator	<p>System Administrator selects blocks for upload.</p> <p>The "Block Selection - Uploading to Disbursing" screen will be displayed. Select only the blocks to be released for payments; all blocks displayed should be blocks intended for upload/payment. If so, you may click on the "Select All" button and click "OK". If not, select each block that will be transmitted by holding the CTRL button and clicking on each block individually; then click "OK". You will be prompted to input your confirmation password.</p>
6.5	Receive acknowledgement file has been created for upload	System Administrator	<p>System Administrator receives acknowledgement file has been created for upload.</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>A pop-up will appear showing the file has been successfully created. Click "OK". The "ADS File Totals" display will appear; print the screen and retain it - this has the total number of and amount of payments contained in the upload file that you have created and will transmit via SFTP to the ADS system. Print it prior to clicking the "Exit" button; the screen will not be available to reprint</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			later. This creates your #####XXX.tvl file to be transmitted (##### = UIC and XXX = batch number; ".TVL" is the file extension).
6.6	Sign into SFTP and transfer batch file from local drive to DFAS folder for upload	System Administrator	<p>System Administrator signs into SFTP and transfers batch file from local drive to DFAS folder for upload</p> <p>Sign into SFTP; on the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data. Open the "Upload" folder from the C:\ drive, locate the batch file to be uploaded, and click and drag it to the DFAS folder labelled "ITS" on the right side of the window.</p>
6.7	Receive acknowledgement from DFAS	System Administrator	<p>System Administrator receives acknowledgement from DFAS.</p> <p>Within a few minutes of uploading the file to the ITS folder, an acknowledgement file will be available for download from the DFAS "ACK" folder. Open the "Download" file from the C:\ drive; then open the "ACK" folder on the DFAS side. Locate the acknowledgement file by UIC and Julian date. The file name will be #####XXX.ACT (##### = UIC, XXX = Julian date, and ".ACT" is the file extension). Click and drag the acknowledgement file to the C:\Download\ACK folder.</p>
6.8	Compare and verify WINIATS and DFAS files	System Administrator	<p>System Administrator compares and verifies WINIATS and DFAS files.</p> <p>Open the acknowledgement file and compare it to your ADS file print; ensure the number of transactions matches. Once verified that DFAS has received the file for processing, go back to WINIATS and delete the upload file.</p> <p>Note: It is a good business practice to ensure that the upload file is deleted each day immediately following</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>receipt of the DFAS acknowledgement file showing that DFAS has received the upload file for processing. This best practice will prevent duplicate uploading of claims.</p>
6.9	Certify payments for release	Certifying Officer	<p>Certifying Officer certifies payments for release.</p> <p>Navy Activities submitting IATS request for payments to the UMIDS Bulletin Board for processing through ADS are required to certify the payment file(s) before the file(s) will be released for payment.</p> <p>The Certifying Officer/Official (CO) is responsible for maintaining documentation relied on to make a certification and the information must be available for ten years.</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>Note: For purposes of this SOP System Administrators officially designated on DD 577 are Certifying Officers/Officials.</p>
6.9.1	Log into ADS	Certifying Officer	<p>Certifying Officer logs into ADS</p> <p>After logging into ADS, the Certifying Officer (CO) will click on "Payment" link and then click on Certifying Officer (RCOL) link.</p> <p>Then click on "Travel Pay (IATS)" link.</p>

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## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Then click on "NAVY - INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)" link
6.9.2	Select batch file for certification	Certifying Officer	<p>Certifying Officer selects batch file for certification.</p> <p>On the next screen:</p> <ul style="list-style-type: none"> <li>• Enter "Unit Identification Code" (e.g., 43322)</li> <li>• Enter "Batch Submission Number" (e.g., 560 - Batch number used in IATS)</li> <li>• Enter "Batch Submission Julian Date" (e.g., 032 - Julian date of release in IATS)</li> </ul> <p>Then click on "Submit" button</p>
6.9.3	Certify batch or individual files for payment	Certifying Officer	<p>Certifying Officer certifies batch or individual files for payment.</p> <p>The certification summary screen will show the list of all certified and uncertified file(s). The CO should compare the data on the certification screen with the ADS File Totals printout obtained during preparation of the WINIATS file for upload; the data should match.</p> <p>Certifying Officer will verify the following columns: "UIC", "Batch Number", "Julian Date", "Items" (total release numbers from IATS), and "Amount" (Batch release dollar amount from IATS)</p> <p>If everything matches, the Certifying Officer types "Y" for YES or "R" for REJECT (incorrect or duplicate amount) in the box provided under "Action (Y or R)" column then click on "Submit" button. This completes the Travel Certification process.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT														
			<p>If there are multiple files to be certified, pressing the enter key after completing the first file will display the next sequential batch file for that UIC. Once displayed, follow the above procedures for certification.</p> <p>Alternatively, the CO may certify via the individual file screen. This screen will show the individual file display, the Batch Number, Julian Date, Total Number of Payments, and the Total Amount. The CO can certify or reject the file by pressing the Y key or the R key then pressing the ENTER key or do nothing and clear the screen.</p> <p>Once certification is complete, the status, CO's User ID, along with the date the file was certified is shown. Print this screen to retain with the upload file data.</p> <p>Note: Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p> <p>Files uploaded by 15 minutes after the hour are available for certification by approximately 1 - 5 minutes after the next hour. For example:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">File Upload Time</th> <th style="text-align: left;">Availability for Certification</th> </tr> </thead> <tbody> <tr> <td>1316 - 1415</td> <td>1501 - 1505 until 2030 EST</td> </tr> <tr> <td>1416 - 1515</td> <td>1601 - 1605 until 2030 EST</td> </tr> <tr> <td>1516 - 1615</td> <td>1701 - 1706 until 2030 EST</td> </tr> <tr> <td>1616 - 1715</td> <td>1801 - 1805 until 2030 EST</td> </tr> <tr> <td>1716 - 1815</td> <td>1901 - 1905 until 2030 EST</td> </tr> <tr> <td>1816 - 1915</td> <td>2001 - 2005 until 2030 EST</td> </tr> </tbody> </table>	File Upload Time	Availability for Certification	1316 - 1415	1501 - 1505 until 2030 EST	1416 - 1515	1601 - 1605 until 2030 EST	1516 - 1615	1701 - 1706 until 2030 EST	1616 - 1715	1801 - 1805 until 2030 EST	1716 - 1815	1901 - 1905 until 2030 EST	1816 - 1915	2001 - 2005 until 2030 EST
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1816 - 1915	2001 - 2005 until 2030 EST																

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>The CO has until 8:30 p.m. (2030) EST to certify the file(s) to be processed on that day by placing a "Y" next to the command line, "CERTIFY FILE".</li> <li>A file can be rejected by placing an "R" next to the command line "CERTIFY FILE". Even though the CO has rejected the file they have until 8:30 p.m. EST to reverse their action. Once the file has been purged a new file must be submitted.</li> <li>In cases where the CO is unable to access the system, a certification form can be faxed to DFAS-CL, CODE ATL at (216) 522-5189/DSN 580 or e-mail to CCL-IATS-CERT@dfas.mil. Personnel within DFAS-CL Centralized Disbursing will have global access to the Electronic File Certification System to certify the file upon receipt of the fax or e-mail certification. Certification forms must be faxed or e-mailed by 6:00 p.m. EST.</li> <li>DFAS-CL will only release files that have been properly certified.</li> </ul>
7	Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS	System Administ rator/ Examiner	<p>Download and process files from DFAS ADS system via SFTP to make corrections and update WINIATS.</p> <p>After ADS has processed the uploaded IATS payments, files must be downloaded from ADS to make corrections and pass the disbursing information back to IATS.</p>
7.1	Log into SFTP secure server	System Administ rator	System Administrator logs into SFTP secure server
7.2	Download the EFT Correction	System Administ rator	System Administrator downloads the EFT Correction Listing file (NOC file) from ADS, only if required.

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Listing file from ADS		<p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data.</p> <p>Download EFT Correction Listing file (NOC file), only if required.</p> <ul style="list-style-type: none"> <li>• Open the NOC folder (DFAS folders) on the right and side of the screen.</li> <li>• Locate the EFT Error File for the Travel Office UIC, if any were generated from previous uploads (XXXXX.Y.NOC).</li> <li>• Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.3	Download Vouchers Disbursed Vouchers Rejected file from ADS	System Administrator	<p>System Administrator downloads Vouchers Disbursed Vouchers Rejected file (305 file) from ADS.</p> <p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP Client window are your local files, the right side are DFAS folders for upload and download of data.</p> <ul style="list-style-type: none"> <li>• Open the NOT folder (DFAS folders) on the right-hand side of the screen. After specifying the desired directory, the download file(s) will appear in the right portion of the screen.</li> <li>• Scroll to UIC and locate the XXXXX.305 file (Vouchers Disbursed Vouchers Rejected file) within the NOT folder.</li> <li>• Click on the appropriate UIC.305 file.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.4	Do NOC or 305 files require further processing?	System Administrator	<p>Do NOC or 305 files require further processing?</p> <p>If Yes, <b>go to 7.5</b></p> <p>If No, <b>go to 7.9</b></p>
7.5	Does 305 file identify rejected transactions?	System Administrator	<p>Does 305 file identify rejected transactions?</p> <p>Vouchers Disbursed Vouchers Rejected file (305 file) may show rejected transactions from previous day upload.</p> <p>If yes, <b>go to 7.6</b></p> <p>If No, <b>go to 7.7</b></p>
7.6	Process rejected transaction(s)	System Administrator	<p>System Administrator processes rejected transaction(s)</p> <p>System Administrator makes any corrections to reject transaction(s) within MMPA RAVC and verifies that transaction(s) are processed in the following day's download from the ADS.</p> <p>System Administrator prints any MMPA RAVC corrections for Retain file.</p>
7.7	Did NOC file identify any EFT corrections for processing?	System Administrator	<p>Did NOC file identify any EFT corrections for processing?</p> <p>EFT Correction Listing file (NOC file) may identify transactions/payments that were properly processed, but that may or may not have been disbursed, based upon the nature of the EFT error.</p> <p>If Yes, <b>go to 7.8</b></p> <p>If No, <b>go to 7.9</b></p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
7.8	Make corrections to traveler accounts, as required	System Administrator	System Administrator makes corrections to traveler accounts, as required.
7.8.1	Review EFT correction listing for command	System Administrator	System Administrator reviews EFT correction listing for command
7.8.2	Was EFT returned as undeliverable ?	System Administrator	Was EFT returned as undeliverable? If Yes, <b>go to 7.8.3</b> If No, <b>go to 7.8.5</b>
7.8.3	Process Undeliverable EFT transaction	System Administrator	<p>System Administrator processes Undeliverable EFT transaction(s)</p> <p>Corrections for payments that were undeliverable (e.g., Incorrect RTN) so financial institution never received the disbursement for processing require a Process Reissue request form.</p> <p>Identify appropriate DFAS Technician based upon final two digits of Service Member's SSN.</p> <p>Complete the following information on the Reissue Request Form:</p> <ul style="list-style-type: none"> <li>• Attention: DFAS Technician responsible to process the reissue</li> <li>• Member's Name</li> <li>• Member's SSN</li> <li>• Date of Payment (date of upload)</li> <li>• Amount of Payment</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Correct Account Number</li> <li>• Correct Routing Number</li> <li>• Correct Account Type (Checking or Savings)</li> <li>• Requestor's Name (Navy Travel representative requesting the reissue)</li> <li>• Requester's POC Phone/Email</li> <li>• Date of Request</li> </ul>
7.8.4	Save and e-mail Reissue Request form to DFAS technician	System Administrator	<p>System Administrator saves and e-mails Reissue Request form to DFAS technician.</p> <p>System Administrator verifies transaction is properly disbursed in future ADS download.</p> <p>System Administrator prints Reissue Request form and e-mail to DFAS technician for Retain File.</p>
7.8.5	Process corrections to both undelivered and delivered EFT transaction(s) in IATS, as required	System Administrator	<p>System Administrator processes corrections to both undelivered and delivered EFT transaction(s) in IATS, as required.</p> <p>Within System Administrator View:</p> <ul style="list-style-type: none"> <li>• Select Tools</li> <li>• Select Traveler Profile</li> <li>• Select Traveler Account (Enter SSN)</li> <li>• Make corrections, as required based upon source documentation</li> </ul>
7.9	Download ADS transaction file(s) from ADS	System Administrator	<p>System Administrator downloads ADS transaction file(s) (ordinarily previous day Block/Batch number) from ADS</p> <p>Once logged into SFTP, the IATS user must select the appropriate file location. On the left side of the SFTP</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Client window are your local files, the right side are DFAS folders for upload and download of data.</p> <ul style="list-style-type: none"> <li>• Open the NOT folder (DFAS folders) on the right-hand side of the screen, if not already open. After specifying the desired directory, the download file(s) will appear in the right portion of the screen.</li> <li>• Scroll to UIC and locate the download file(s) (UIC.Batch#.NOT) within the NOT folder.</li> <li>• Click on the desired download file(s).</li> <li>• Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.</li> </ul>
7.10	Process ADS Download File(s) in IATS	System Administrator	<p>System Administrator processes ADS Download File(s) in IATS</p> <p>Complete the following steps to "process" the ADS Download File(s) in IATS:</p> <ul style="list-style-type: none"> <li>• At the System Administrator View screen, click on the plus sign to the left of the word, "Download from Mainframe". An expandable menu appears listing the options.</li> <li>• Click on the Download Transactions from Disbursing System option. The Download from ADS screen appears.</li> </ul> <p>After the desired download file(s) are selected, click the Download button. IATS processes the download file and displays the results.</p> <p>Tip: If rejects occur, the errors are written to the error file. A pop-up appears asking if you wish to view the log file. It is a good idea to view the download error report. This report should be analyzed to determine the cause of</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>the reject. Click on the Yes or No button to view the log file as desired.</p> <p>When finished processing the ADS download file, click the Exit button to return to the System Administrator View screen.</p>
7.11	Print previous day transaction files for Retain File archiving	System Administrator	<p>System Administrator prints previous day transaction files for Retain File archiving.</p> <p>To print Voucher Report from previous day's upload, perform the following.</p> <p>From System Administrator View, go to:</p> <ul style="list-style-type: none"> <li>• Block Processing</li> <li>• View Blocks</li> <li>• Completed Blocks</li> <li>• Select Block Ticket Numbers to be printed</li> <li>• Print with Vouchers and Collection Letters from previous day upload</li> </ul> <p>Note: Select option to exclude SSN to protect PII.</p>
7.12	Assemble documentation and compile Retain File	System Administrator	<p>System Administrator assembles documentation and compiles Retain File</p> <p>Per <a href="#">PPIB 16-09</a> for PDT travel the Certifying Official (CO) will be required to retain a copy of the Electronic File Certification screen shot and Travel Voucher Details Pages of WINIATS to evidence the payment approval (outlays/expenditures). Refer to <a href="#">PPIB 16-09</a> for details, if required.</p>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>Retain file may include the following documentation, as applicable:</p> <ul style="list-style-type: none"> <li>• NPPSC 1300/1, Application for Transfer and Advances.</li> <li>• PCS Orders (originals + all modifications) with endorsements.</li> <li>• Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2, if applicable.</li> <li>• DD2278 Application for Do It Yourself Move and Counseling Checklist, if applicable.</li> <li>• Copy of Port Call/Travel Itinerary, specifically for mixed mode travel, in order to properly account for per diem.</li> <li>• WinIATS Travel Voucher Summary (the settlement voucher from WINIATS showing the DOV and payment date). Currently Printed in <b>Step 7.11</b> of the SOP.</li> <li>• WinIATS Travel Voucher Detail, also known as the .TVL file (to show which claims were in the batch that was certified in RCOL). Currently Printed in <b>Step 6.5</b> of the SOP.</li> <li>• IATS Electronic File Certification which is the RCOL screenshot AFTER the file has been certified (to show which batches were certified and by whom) Currently Printed in <b>Step 6.9</b> of the SOP.</li> <li>• DD 577 for the Certifying Official (the person who certified the batch file in RCOL).</li> </ul>
7.13	Close eCRM case(s)	Examiner	<p>Examiner closes eCRM case(s)</p> <p>Examiner logs into eCRM, identifies dispatched eCRM Travel Advance transactions from the current days download, informs CPPA claim paid by posting remark on the eCRM case, and changes transaction status to "complete".</p>
8	Counsel Service	CPPA	Counsel Service Member regarding traveler responsibilities

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Member regarding traveler responsibilities		
8.1	Receive notification of disbursed Travel Advance processing	CPPA	<p>CPPA receives notification of disbursed Travel Advance processing from Travel Office System Administrator, only if Travel Advance was requested.</p> <p>Note: If the Service Member decides to use the Government Travel Charge Card (GTCC) for their PCS Travel Expenses, then they will NOT receive any Advances for PCS Travel unless they are not traveling concurrently with their dependents.</p>
8.2	Counsel Service Member on travel requirements	CPPA	<p>CPPA counsils Service Member on travel requirements</p> <p>If Service Member opts to use the Government Travel Charge Card (GTCC) for their PCS Travel Expenses, refer to <a href="#">NAVADMIN 176/20</a> for Command and Service Member program participation requirements. Participating Service Members are required to check-out with the GTCC APC prior to departing on PCS orders.</p> <p>Per <a href="#">NAVADMIN 101/16</a>, Military Permanent Change of Station Travel Voucher Due Within Five Working Days, and <a href="#">PPIB 16-09</a>, Travel Claim Control and Submission Procedures:</p> <ul style="list-style-type: none"> <li>• CPPA ensures Service Member is aware of orders endorsement requirements at all I-Stops and ultimate duty station per <a href="#">MPM 1320-310</a>.</li> <li>• CPPA ensures Service Member is aware of the five -ay submission requirement for travel claim voucher upon arrival at ultimate duty stations per <a href="#">DoD FMR Vol 9 Chap 8</a>.</li> </ul>

# MILPCS TRAVEL ADVANCE SOP

## STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>CPPA provides traveler with copy of following checklists and forms and provides instructions to traveler:</p> <ul style="list-style-type: none"> <li>• <a href="#">NPPSC 1300/2, Permanent Change Station (PCS) Traveler Checklist</a></li> <li>• <a href="#">DD 1351-2</a> Travel Voucher or Subvoucher</li> </ul> <p>The <a href="#">DoD FMR 7000.14-R, Volume 9</a>, based on an IRS requirement, requires that each traveler provide receipt(s) for:</p> <ul style="list-style-type: none"> <li>• Lodging:               <ul style="list-style-type: none"> <li>o Daily hotel room costs;</li> <li>o Daily hotel taxes; and</li> <li>o Daily miscellaneous fees, if applicable</li> </ul> </li> <li>• Individual official travel expenses of \$75 or more</li> </ul> <p>Note: A receipt must be submitted for each transportation ticket of \$75 or more for which reimbursement is desired regardless of how acquired, except that a ticket received in exchange for frequent traveler benefits is not reimbursable and should not be submitted.</p>
8.3	Ensure Service Member obtains hardcopy of official NAVPERS 1070/602	CPPA	<p>CPPA ensures Service Member obtains hardcopy of official NAVPERS 1070/602.</p> <p>CPPAs ensure the Service Member obtains the official copy of the NAVPERS 1070/602 from the Service Member's RED DA Inquire or BOL OMPF before PCS Transfer. Advise the Service member to provide the NAVPERS 1070/602 to the gaining CPPA upon check-in in order to expedite processing of the dependent's travel entitlement.</p>

**STOP**