

MILPCS Travel Claim Settlement SOP



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Process Name: MILPCS Travel Claim Settlement Processing SOP**Document ID: End to End****Document Owner:****Approval:****Revision Date:**

MNCC HRSC, Navy Personnel Command

Navy Pay and Personnel Support Center (NPPSC)

18-Oct-23

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Travel Offices/Personnel Support Detachments (TSCs) to follow to support MILPCS Travel Claim Settlement Processing.

Roles / Responsibilities:

- **Examiner:** The individual primarily responsible for the overall processing of travel payments. When logged into IATS in the Examiner View mode, a user may log incoming claims, process advances and settlements, post accrued per diem payments, and process collections. In addition, Examiners may have the capability to create traveler accounts and create travel order records. These functions, however, are dependent upon the privileges that have been established for the user by the System Administrator.
- **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 travel claim in awaiting release for the Releaser/Final Certifier to transmit the batch of travel 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:
 - o Assign Disbursing Office Voucher (DOV) Numbers
 - o Process Checks
 - o Create EFT Interface Files
 - o 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:
 - o Performing system maintenance
 - o Establishing user accounts
 - o Assigning/re-assigning blocks and claims
 - o Deleting completed blocks
 - o Deleting unneeded traveler or travel order details
 - o Debt management
 - o Importing and updating system rates files
 - o Processing interfaces between accounting, disbursing, and personnel systems
 - o Generating management reports
 - o Running utility programs

Roles / Responsibilities:

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- **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. 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)

- **Authorizing (Approving) Official Requirement.** Each command must appoint a designated Authorizing (Approving) Official (AO) to sign block 21(b) of the DD Form 1351-2 to ensure compliance with DoD FMR Vol 9 Chapter 8. AO will be designated using DD Form 577 and appointed to the position as Departmental Accountable Official. AOs must ensure all claims submitted for processing include both the member and the AO's signatures. The AO signature confirms the traveler properly and completely prepared the claim and all amounts claimed are accurate. Certifying Legislation Officer (CLO) training must be completed prior to appointment and annual refresher training must be maintained.

- Effective 01 August 2019 any travel claim package received missing the AO signature in block 21(b) will be deleted and returned to the CPPA for rework. The DD Form 577 is a required KSD and therefore must be included in each travel package submitted to the Travel Processing Center for processing.

- **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 Admin representatives 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. 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:** A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

- 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.
- 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.

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).

Approving Official and Certifying Official:

- Per PPIB 16-09 and PPIB 17-01 the AO and Certifying Official will meet the qualification, certification and training requirements identified in DoD FMR Vol 5 Chapter 5. Departmental Accountable Official and Certifying Officer Legislation (COL) training will be completed within the first two weeks of appointment and prior to approving/certifying any travel documents. Departmental Accountable Official and COL refresher training will be completed and documented/maintained annually.
- Per PPIB 17-01, appointing authorities are responsible for the retention and termination of DD Form 577. Fillable version of DD Form 577 can be downloaded at: <http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf>
- Per PPIB 16-09, all commands will perform annual verification of the existence, validity, and currency of all AO and Certifying Official DD577's.
- Refer to PPIB 16-22, Same Geographical Location Transfers Scenarios for Service Member executing a change of activity between PDS in the same Geoloc, as required.

BEST PRACTICES CONTINUED

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CPPA

- Use references provided on the MyNavy HR 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 Receipt Checklist (NPPSC 1300/4), 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 NPPSC 7220/2 Temporary Lodging Expense (TLE) Certification at: <https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>
- Common Command/CPPA Travel Claim Settlement Issues include:
 - o Travel Itinerary does not match orders and intermediate stops.
 - o Personnel receiving advance travel payments are not accounting for ALL travel entitlements on 1351-2 Travel Voucher upon settlement (e.g., DLA, lodging at TDY, etc.).
 - o Temporary Lodging Expense (TLE) certificate is not complete.
 - o Service Member does not establish a permanent residence prior to submitting a claim.
 - o Overpayment of travel advances occurs when Service Members fail to move their dependents at the time of their transfer and subsequently elect to do so at a later date.
 - o Missing Initial and all modifications of PCS orders.
 - o Missing Stamp/Endorsement indicating “single quarters” are not assigned from the BEQ/BOQ.
- 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".
- 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/>

#	System	Description
1.	NSIPS/ESR	<ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officers and enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. · Login to NSIPS and ESR at: https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX Authentication certificate, not the email certificate.
2.	DJMS MMPA	<ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a database file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for Active Duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the TSC for processing. · MMPA Read Only View enables authorized users to verify the status of requested pay and personnel actions submitted to the TSC for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
3.	WINIATS	<ul style="list-style-type: none"> · Windows Integrated Automated Travel System (WINIATS) is a screen oriented, menu driven financial computation system. It was initially designed as a simple management system for processing travel claims. · WINIATS is an automated travel computation system used by Travel Office personnel to compute travel entitlements for both Military and Civilian travelers. · WINIATS interfaces with DFAS systems, such as the Automatic Disbursing System (ADS), to automate payment from the field to the central site. · WINIATS computes a variety of travel claims such as temporary duty travel (TDY), permanent change of station (PCS), local travel, and do it yourself travel (DITY). The WINIATS production environment is operating at all DFAS sites. In addition, multiple U.S. Army, U.S. Navy, U.S Air Force, U.S. Marine Corps, and U.S. Army Corps of Engineers sites use WINIATS worldwide.
4.	Enterprise, Customer Relations Management eCRM	<ul style="list-style-type: none"> · The eCRM console enables designated command personnel to communicate safely and efficiently with the supporting TSC or TPC via the Internet. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.
5.	EDA	<ul style="list-style-type: none"> · The Electronic Document Access (EDA) is a web-based system that provides secure online access, storage, and retrieval of Contracts, Contract modifications, Government Bills of Lading (GBLs), Government Transportation Requests, Signature Cards, SF44 Purchase Orders, DFAS Transactions for Others (E110), Contract Officer/Grant Officer Warrants, Military Interdepartmental Purchase Requests (MIPRs), Vouchers, and Contract Deficiency Reports to authorized users throughout the DoD. EDA provides for the online creation of Contract Deficiency Reports (CDRs) and the CDR Workflow. · EDA offers two concurrent operating sites (Ogden, UT, and Columbus, OH). Standard operating procedure mirrors data between sites (usually within 10 minutes).
6.	TWMS	<ul style="list-style-type: none"> · Total Workforce Management Service (TWMS) system · Login to TWMS at https://twms.dc3n.navy.mil/my.policy using CAC and CAC-enabled computer.

References:



#	Doc ID	Title
1	Joint Travel Regulations (JTR)	Joint Travel Regulations, Uniformed Service Members and DoD Civilian Employees
	JTR	Chapter 5: Permanent Duty Travel
	JTR Appendix G	Quick Reference Tables for Reimbursable and Non-Reimbursable Official Travel Expenses
2	DoD FMR, Vol. 5	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Vol 5: Disbursing Policy
	DoD FMR, Vol. 9	DoD (Department of Defense) Financial Management Regulation (FMR) 7000.14-R Travel Policy
3	OPNAVINST 4650.15 (series)	Navy Passenger Travel
4	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
5	MILPERSMAN 1050-440	Administrative Absence to Obtain a Legal Marriage
	MILPERSMAN 1070-270	Dependency Application
	MILPERSMAN 1070-320	Administrative Remarks
	MILPERSMAN 1300-400	Dislocation Allowance (DLA) and Secretary of the Navy Finds (SECNAVFIND)
	MILPERSMAN 1320-060	Permanent Change of Station Transfer Order (PCSTO), Delivery, Interpretation, and Execution
	MILPERSMAN 1320-090	Proceed Time in Execution of Orders
	MILPERSMAN 1320-100	Travel Time in Execution of Permanent Change of Station (PCS) Orders and Temporary Additional Duty (TAD) Orders
	MILPERSMAN 1320-300	Types of Orders
	MILPERSMAN 1320-304	Preparation of Permanent Change of Station Transfer Order (PCSTO)
	MILPERSMAN 1320-310	Permanent Change of Station (PCS) Transfer Order Endorsements
	MILPERSMAN 1321	Orders to Personnel - Officer
	MILPERSMAN 1326-010	Transfer of Enlisted Personnel on Bureau of Naval Personnel Orders
	MILPERSMAN 7220-210	Dislocation Allowance and SECNAVFIND
	MILPERSMAN 7220-220	Dislocation Allowance (DLA) Entitlement Policy
MILPERSMAN 7220-280	Continental United States (CONUS) Temporary Lodging Expense (TLE) Policy	
6	NAVADMIN 066/16	Navy Audit Document Retention Guidance
	NAVADMIN 101/16	Military Permanent Change of Station Travel Voucher Due Within Five Working Days
	NAVADMIN 285/21	Government Travel Charge Card Use During Permanent Change of Station Lessons Learned
	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
	NAVADMIN 291/22	Government Travel Charge Card Use in support of PCS Travel
7	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
	MPA 05/23	Update to Requirement to Submit Calculations With All Central Site Pay Entitlement Changes
8	PPIB 09-30	Personnel Transferring Overseas
	PPIB 15-22	Issue 152201: Processing Travel and/or Vendor Payments
	PPIB 16-09	Issue 160901: Travel Claim Control and Submission Procedures
	PPIB 16-22	Same Geographical Location Transfers
	PPIB 17-01	Review and Approval of Travel Vouchers
	PPIB 17-23	Correction to PPIB 17-22
	PPIB 18-03	MILPCS Travel Voucher
	PPIB 19-11	PCS Travel Claim Processing and NAVPERS 1070/602 Requirement
	PPIB 20-06	Joint Travel Regulation Update
	PPIB 21-13	Dual Lodging Expenses in Connection with Periods of Temporary Duty
	PPIB 21-25	TLE Expedited Extension and Approval Process
	PPIB 23-24	Changes to Temporary Lodging Expense (TLE) effective 1 OCT 2023 When the Service Member is Authorized Extended TLE
9	NPPSCINST 5213.1 (Series)	Forms Management
	NPPSCINST 5220.2 (Series)	Standard Management Reports
	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
	NPPSCINST 7240.1 (Series)	Pre-Payment Examination of Travel Settlement Vouchers
	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records

Online Resources:

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#	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 https://www.defensetravel.dod.mil/
2.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/
3.	MyNavy HR	Financial Improvement and Audit Readiness (FIAR) MILPCS Key Supporting Documents Matrix https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPCS/
4.	Defense Finance and Accounting Service - DFAS	DFAS SmartVoucher – A more legible, accurate, and complete DD 1351-2 PCS Travel Voucher http://www.dfas.mil/smartvoucher.html
5.	NAVSUP	DON Consolidated Card Program Management https://www.navsup.navy.mil/Products-Services/DON-Consolidated-Card-Program-Management/

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	NP2	What's New For You (WNFY) Sailor Travel Voucher Guide https://my.navy.mil/np2.html
3.	NP2	WNFY CPPA Travel Voucher Processing Guide https://my.navy.mil/np2.html
4.	NP2	MyPCS Travel Voucher via MyPCS Mobile on the Navy App Locker https://www.applocker.navy.mil/#!/apps or https://my.navy.mil/
5.	Defense Finance and Accounting Service (DFAS-IN)	IATS User Guide (Current Edition) Not Available On-Line

Help Desks:

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#	Contact Source	Contact Details
1.	Defense Travel Management Office	<ul style="list-style-type: none"> · Travel Assistance Center (TAC) · The TAC is available to all DoD travelers 24 hours a day, seven days a week · The TAC can be contacted by calling 1-888-Help1Go (888-435-7146) or by submitting a help desk ticket through the Tickets section of Travel Explorer (TraX) www.defensetravel.dod.mil/Passport · If you are calling from overseas, you can now directly dial the TAC at 1-888-Help1Go from any DSN line
2.	DFAS - Indianapolis	<ul style="list-style-type: none"> · CITRIX/WINIATS Help Desk information: Toll Free: 1-800-622-6724 DSN: 553-2252 Comm: 619-553-2252 to talk to a helpdesk representative, or e-mail to: SSC_PAC_Data_Center_Service_Desk@navy.mil
3.	eCRM	<ul style="list-style-type: none"> · eCRM Help Desk https://navynpc.my.salesforce.mil/ · eCRM Exception to Policy Help Desk ecrmetp@us.navy.mil

Forms:

#	Form #	Title
1.	DD577	Appointment/Termination Record - Authorized Signature http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf
2.	DD1351-2	Travel Voucher or Subvoucher http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf
3.	DD1351-2C	Travel Voucher or Subvoucher (Continuation Sheet) http://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd13512c.pdf
4.	NAVPERS 1070/613	Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
5.	NPPSC 1300/4	Receipt Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
6.	NPPSC 7220/2	Temporary Lodging Expense (TLE) Certification https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
7.	NPPSC 1300/2	Permanent Change of Station (PCS) Traveler Checklist https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/
8.	NPPSC 7000/1	Travel Electronic Funds Transfer Information https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

COMMAND LEADERSHIP START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
COMMAND LEADERSHIP	1	Report to new duty station	Report to new duty station. Refer to Receipts SOP, as required, for complete Receipt processing requirements: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
STOP			

SERVICE MEMBER START



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1	Report to new duty station	Report to new duty station. Refer to Receipts SOP, as required, for complete Receipt processing requirements: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	1.2	Endorse orders	Service Member obtains date/time stamp on original orders from gaining command. Refer to MPM 1320-310 . Traveler obtains date/time stamp on original orders from gaining command. <ul style="list-style-type: none"> · PDT Command Reporting to · Date/Time Reported · Printed Name · Signature
	1.3	Report to Personnel Office/Admin Office/CPPA	Service Member reports to Personnel Office/Admin Office/CPPA, as appropriate
	1.4	Provide documentation to the CPPA	Service Member provides documentation to the CPPA.
	1.4.1	Provide original endorsed orders and order modifications to CPPA	Service Member provides original endorsed orders and order modifications with check-in/check-out stamp(s) to include date and location of each intermediate and/or temporary duty station to CPPA. <ul style="list-style-type: none"> · Stamped with check-out date from previous permanent duty station · Stamped with check-in/out date for all intermediate and/or temporary duty station(s) · Stamped with check-in date at new duty station
	1.4.3	Verify/Update NAVPERS 1070/602	Service Member/CPPA verify/update NAVPERS 1070/602 Note: This requirement is part of the Transfers and Receipts SOPs but is also necessary to support PCS Travel Claim Settlement processing Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable. Legacy Page 2 and RED/DA SOPs can be accessed at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx

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SERVICE MEMBER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1.4.3.1	Provide CPPA with verified or updated NAVPERS 1070/602	<p>Service Member provides CPPA with verified or updated NAVPERS 1070/602</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>Selected Reserve members must verify this information within the 365-day period immediately prior to reporting for annual training or active duty training.</p>
	1.4.3.2	Provide CPPA with documentation	Service Member provides CPPA with documentation, as applicable.
	2	Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements	<p>Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements.</p> <p>Ensure that required orders, and any order modifications, receipts, statements, justifications, method Service Member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission.</p> <p>Submit PCS Travel Claim Settlement within five working days of arrival at the PDS in accordance with DoD FMR, Vol. 9 Chap. 8. Notify supporting TSC travel section/Travel Office of any delays in submission.</p>
	2.3	Review, populate elections and electronically sign NPPSC 1300/2	<p>Service Member reviews, populates elections, and electronically signs the Permanent Change of Station (PCS) Traveler Checklist NPPSC 1300/2.</p> <p>Note: The PCS checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim.</p>
	2.4	Does Service Member desire travel reimbursement to be deposited in EFT/ Direct Deposit account on file?	<p>Does Service Member desire travel reimbursement to be deposited in EFT/Direct Deposit account on file, same account as bi-monthly paycheck?</p> <p>If No, go to 2.5</p> <p>If Yes, go to 2.6</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	2.5	Prepare and review NPPSC 7000/1	<p>Service Member prepares and CPPA reviews NPPSC 7000/1, Travel Electronic Funds Transfer (EFT) Information</p> <p>Refer to NPPSC 7000/1, Travel Electronic Funds Transfer (EFT) Information, as required: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>CPPA verifies the following information is legible and correct:</p> <ul style="list-style-type: none"> · Bank Name · Routing Number · Account Number · Type of Account Checking or Savings
	2.6	Complete travel voucher and provide documentation/receipts to CPPA	<p>Service Member completes travel voucher and provides documentation/receipts to CPPA.</p> <p>Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the Eight Step Sailor Procedure for "Completing a Travel Voucher": https://my.navy.mil/np2.html</p> <p>Per PPIB 16-09 NFR 2015-0025 Corrective Action Plans, Service Members are required to submit travel voucher within five working days of arrival at new PDS IAW DoD FMR Vol 9 Chap 8. Refer to NAVADMIN 129/22 and NAVADMIN 291/22 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>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. Per NAVADMIN 129/22, mandatory use of the MyPCS Travel Voucher and GTCC for PCS will expand to other paygrades as reflected below:</p> <p>a. MyPCS Travel Voucher: 01 Jul 2022, all AD and TAR Service Members in all paygrades are required to use the MyPCS Travel Voucher for submission of PCS travel claims, except for members reporting to commands listed in paragraph 10c. Mandated use of the MyPCS Travel Voucher was previously expanded to include Selected Reservists executing Active Duty for Operational Support and Officer Recall PCS orders.</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 NAVADMIN 291/22)</p> <p>The MyPCS Travel Voucher is available via MyPCS Mobile on the Navy App Locker at https://www.applocker.navy.mil/#!/apps or MyNavy Portal (MNP) website at https://my.navy.mil/.</p> <p>Service Member will need the following:</p> <ul style="list-style-type: none"> · Stamped Orders · All lodging receipts and other receipts over \$75.00 (not required for food) · Amount of advance travel (if applicable) · Gas receipts for rental car if rental car authorized for use under orders

SERVICE MEMBER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	2.7	Obtain and provide a copy of completed travel voucher to CPPA	<p>Service Member obtains a copy of the travel voucher from MyPCS travel voucher and provides a copy of completed travel voucher to CPPA.</p> <p>Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": https://my.navy.mil/np2.html</p> <p>CPPA utilizes travel voucher to compute leave, travel and proceed time to support data field entries on Panel 2 (Delay in Reporting tab) of the Activity Gain. Refer to the Receipt SOP as required.</p> <p>Note: CPPAs Shall NOT suspend processing of Panel 2 of the Activity Gain if a travel voucher has not been submitted.</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	2.9	Submit and review DLA supporting documentation, if required	<p>Service Member submits and CPPA reviews Dislocation Allowance (DLA) supporting documentation required to justify entitlement, if required</p> <p>Although a copy of the RED/DA or NAVPERS 1070/602 (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>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>Dislocation Allowance (DLA) Options:</p> <ul style="list-style-type: none"> · Single – Single Service Members with Government Quarters (GQ) NOT assigned or NOT available · Single – Service Members with dependent(s) who reside separately from their dependents (Geographic Bachelor) and are NOT assigned GQ. · Dependents - Required to establish a permanent residence and actually move dependent(s) <p>Note 1: Per JTR Chapter 5 Paragraph 050505 Single DLA is authorized for: A Service member who has no dependents is authorized Single DLA when: 1. Assigned to permanent duty aboard a ship if he or she: · Chooses not to occupy assigned shipboard quarters and is above the grade of E-5, or is authorized BAH and is in the grade of E-5 or E-4. · Occupies private sector housing ashore. 2. He or she is assigned quarters belonging to the United States, or to a housing facility under a Service's jurisdiction, which do not meet the DoD minimum adequacy standards, and the Service Member above grade E-5 chooses not to occupy the quarters.</p> <p>Refer to JTR Chapter 5 Paragraph 0505 Dislocation Allowance for additional information on DLA requirements.</p> <p>Note 2: For Single DLA for E6 and below on Shore Duty: Entitlement for DLA will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station.</p> <p>Note 3: DLA requests for Service Members with dependents assigned to a ship, who elect not to relocated dependents ICW PCS orders. Single DLA is not payable to a geographical bachelor assigned to a ship.</p>

SERVICE MEMBER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	2.10	Prepare and review NPPSC 7220/2 and any supporting documentation, if required	<p>Service Member prepares and CPPA reviews NPPSC 7220/2, Temporary Lodging Expense (TLE) Certification, and any supporting documentation required to justify entitlement, if required</p> <p>NPPSC 7220/2: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Temporary Lodging Expense (TLE) entitlement requirements:</p> <ul style="list-style-type: none"> · Certificate of Non-availability (CNA) is required from Navy Gateway Inns & Suites (NGIS) if Navy Lodge (primary) and NGIS (secondary) lodging is NOT available in order to support on the economy lodging expense. · Entitlement is limited to Navy Lodging cost if no CNA provided. · All paid daily itemized lodging receipts, showing a zero balance. · Can be in the vicinity of the old and/or new Permanent Duty Station. · Cannot exceed a total of 14 days. · Maximum of a 7-day period is allowed in CONUS when transferring from OCONUS. <p>Note: Refer to PPIB 21-25 and PPIB 23-34 TLE Expedited Extension and Approval Process, as required</p>
	2.14	Correct/complete forms and/or provide supporting documentation, as required	<p>Service Member corrects/completes forms and/or provides supporting documentation, as required.</p> <p>Go to 2.12</p>

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Report to new duty station	Report to new duty station. Refer to Receipts SOP, as required, for complete Receipt processing requirements: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	1.1	Review Prospective Gain Report to identify new arrivals	CPPA reviews Prospective Gain (PG) Report to identify new arrivals. Notify Chain of Command and TSC of any delays in reporting.
	1.4	Provide documentation to the CPPA	Service Member provides documentation to the CPPA.
	1.4.2	Prepare NAVPERS 1070/613 to document Administrative Absence, only if applicable	<p>CPPA prepares NAVPERS 1070/613 to document Administrative Absence to obtain a legal marriage, only if applicable.</p> <p>Comply with administrative requirements set forth in MPM 1050-440, Administrative Absence to Obtain a Legal Marriage.</p> <p>Eligible Service Members who wish to marry during Continuous Overseas Tours (COT) Permanent Change of Station (PCS) must request Administrative Absence from their gaining command prior to executing their orders.</p> <p>Note 1: Service Members executing a COT PCS to a duty station that allows the Service Member to legally marry are not eligible for administrative absence under this policy.</p> <p>Note 2: Service Members executing a COT PCS from a duty station in a country or jurisdiction that does not allow the Service Member to legally marry to a new duty station in a country or jurisdiction that also does not allow the Service Member to legally marry, can be authorized administrative absence enroute. The number of days authorized shall be calculated by the gaining command as if the Service Member was already stationed in the location of the gaining command.</p> <p>If Service Member did not comply with requirements of MPM 1050-440 or provide legal proof of same sex marriage, then Service Member will be charged ordinary/annual leave.</p>
	1.4.3	Verify/Update NAVPERS 1070/602	<p>Service Member/CPPA verify/update NAVPERS 1070/602</p> <p>Note: This requirement is part of the Transfers and Receipts SOPs but is also necessary to support PCS Travel Claim Settlement processing</p> <p>Refer to Legacy Page 2 SOP for proper processing of any status changes if RED/DA has not been implemented, as applicable.</p> <p>Legacy Page 2 and RED/DA SOPs can be accessed at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	2	Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements	<p>Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements.</p> <p>Ensure that required orders, and any order modifications, receipts, statements, justifications, method Service Member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission.</p> <p>Submit PCS Travel Claim Settlement within five working days of arrival at the PDS in accordance with DoD FMR, Vol. 9 Chap. 8. Notify supporting TSC travel section/Travel Office of any delays in submission.</p>
CPPA	2.1	Initiate NPPSC 1300/2	<p>CPPA/AO initiate NPPSC 1300/2, Permanent Change of Station (PCS) Traveler Checklist</p> <p>Authorizing (Approving) Official Requirement. Per PPIB 19-11 each command must appoint a designated Authorizing (Approving) Official (AO) to sign block 21(b) of the DD Form 1351-2 to ensure compliance with DoD FMR Vol 9 Chapter 8. AO will be designated using DD Form 577 and appointed to the position as Departmental Accountable Official. AOs must ensure all claims submitted for processing include both the member and the AO's signatures. The AO signature confirms the traveler properly and completely prepared the claim and all amounts claimed are accurate. Certifying Legislation Officer (CLO) training must be completed prior to appointment and annual refresher training must be maintained.</p> <p>Effective 01 Aug 2019 any travel claim package received missing the AO signature in block 21(b) will be deleted and returned to the CPPA for rework. The DD Form 577 is a required KSD and therefore must be included in each travel package submitted to the Travel Processing Center for processing.</p> <p>Note 1: The PCS checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim.</p> <p>Refer to NPPSC 1300/2 Permanent Change of Station (PCS) Traveler Checklist, as required: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Note 2: Prior to claim being settled, a permanent residence must be established at Service Member's new permanent duty station.</p>

CPPA CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.2	Review endorsed orders and order modifications, if applicable	<p>CPPA/AO review endorsed orders and order modifications, if applicable</p> <ul style="list-style-type: none"> · Ensure that all stamps and endorsements on orders (both front and back) are legible and included with the package. · If order modifications are included indicate method Service Member was notified of the change. <p>Comply with requirements of MPM 1320-310 to ensure orders are endorsed and take appropriate remedial action in the event orders are NOT endorsed.</p>
	2.5	Prepare and review NPPSC 7000/1	<p>Service Member prepares and CPPA reviews NPPSC 7000/1, Travel Electronic Funds Transfer (EFT) Information</p> <p>Refer to NPPSC 7000/1, Travel Electronic Funds Transfer (EFT) Information, as required: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>CPPA verifies the following information is legible and correct:</p> <ul style="list-style-type: none"> · Bank Name · Routing Number · Account Number · Type of Account Checking or Savings
	2.7	Obtain and provide a copy of completed travel voucher to CPPA	<p>Service Member obtains a copy of the travel voucher from MyPCS travel voucher and provides a copy of completed travel voucher to CPPA.</p> <p>Refer to NP2 What's New For You (WNFY) Sailor Travel Voucher Guide, specifically the eight step Sailor procedure for "Completing a Travel Voucher": https://my.navy.mil/np2.html</p> <p>CPPA utilizes travel voucher to compute leave, travel and proceed time to support data field entries on Panel 2 (Delay in Reporting tab) of the Activity Gain. Refer to the Receipt SOP as required.</p> <p>Note: CPPAs Shall NOT suspend processing of Panel 2 of the Activity Gain if a travel voucher has not been submitted.</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.8	Review completed DD1351-2 and DD1351-2C , if applicable	<p>CPPA/AO review completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable</p> <p>Refer to NP2 What's New For You (WNFY) CPPA Travel Voucher Processing Guide, specifically the eight step procedure for CPPAs to "Review and Approve Travel Voucher": https://my.navy.mil/np2.html</p> <p>Per PPIB 16-09, Approving Official (AO) will utilize the NPPSC 1300/2 PCS Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim.</p> <p>Note: Although the DLA statement and travel checklist were removed as key supporting documentation effective 01 April 2019, the required information from the former DLA form must be listed on the DD1351-2. Block 5 of DD1351-2 marked DLA and/or Dependents and number of POVs must be listed in Block 10d.</p> <p>CPPA/AO verify:</p> <ul style="list-style-type: none"> · Signed 1351-2 Travel Voucher and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. Key blocks on the form include: <ul style="list-style-type: none"> o Block 5 must have all requested entitlements selected (e.g., if an advance was paid for DLA, then the DLA block must be checked). o Block 6 requires the new permanent address for the Service Member. Include e-mail address in block 6e. o Block 9 must list all travel advances for the PCS disbursed to the Service Member. o Block 10d number of POVs. o Block 12 is required if dependents accompanied the Service Member. o Block 13 must include the address the dependents were located PRIOR to the PCS move. It should match the address on the previous NAVPERS 1070/602 (Dependency Application). o Block 14 must be checked if applicable. DITY move is considered a government move. o Block 15 must be the complete itinerary from the last permanent duty station (PDS) including all "I-stops." If departing from a ship at sea, start with (USS XXX at sea), then list the first land area. o Block 16 must be marked if traveled by POV. o Block 18 must contain all reimbursable expenses for liquidation. o Blocks 20.a and 20.b must be signed and dated by the traveler. o Block 29 must indicate all leave taken in conjunction with PCS travel and elapsed time should match Block 15, travel itinerary. <p>Following satisfactory review, CPPA completes Blocks 20.c through 20.f reviewer's printed name, reviewer signature, telephone number and date. AO completes Blocks 21.a through d (Block 21.b must have AO's signature)</p> <p>Per PPIB 17-01, PPIB 18-03, and PPIB 19-11 submitted travel claims (DD 1351-2) must include both the member's signature, a command designated representative's reviewer signature, and the Authorizing (Approving) Official's signature.</p> <p>Per PPIB 17-01, PPIB 18-03, and PPIB 19-11 re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2.</p> <p>Again, once the AO has determined that all requirements have been met, the AO shall sign and date the DD 1351-2 voucher in blocks 21.a - 21.d, as evidence of their review and approval, and then submit the package via eCRM for processing in WINIATS.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.9	Submit and review DLA supporting documentation, if required	<p>Service Member submits and CPPA reviews Dislocation Allowance (DLA) supporting documentation required to justify entitlement, if required</p> <p>Although a copy of the RED/DA or NAVPERS 1070/602 (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>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>Dislocation Allowance (DLA) Options:</p> <ul style="list-style-type: none"> · Single – Single Service Members with Government Quarters (GQ) NOT assigned or NOT available · Single – Service Members with dependent(s) who reside separately from their dependents (Geographic Bachelor) and are NOT assigned GQ. · Dependents - Required to establish a permanent residence and actually move dependent(s) <p>Note 1: Per JTR Chapter 5 Paragraph 050505 Single DLA is authorized for: A Service member who has no dependents is authorized Single DLA when: 1. Assigned to permanent duty aboard a ship if he or she: · Chooses not to occupy assigned shipboard quarters and is above the grade of E-5, or is authorized BAH and is in the grade of E-5 or E-4. · Occupies private sector housing ashore. 2. He or she is assigned quarters belonging to the United States, or to a housing facility under a Service's jurisdiction, which do not meet the DoD minimum adequacy standards, and the Service Member above grade E-5 chooses not to occupy the quarters.</p> <p>Refer to JTR Chapter 5 Paragraph 0505 Dislocation Allowance for additional information on DLA requirements.</p> <p>Note 2: For Single DLA for E6 and below on Shore Duty: Entitlement for DLA will be approved only if it has been established that government quarters will not be assigned at the new permanent duty station.</p> <p>Note 3: DLA requests for Service Members with dependents assigned to a ship, who elect not to relocated dependents ICW PCS orders. Single DLA is not payable to a geographical bachelor assigned to a ship.</p>

CPPA CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.10	<p align="center">Prepare and review NPPSC 7220/2 and any supporting documentation, if required</p>	<p>Service Member prepares and CPA reviews NPPSC 7220/2, Temporary Lodging Expense (TLE) Certification, and any supporting documentation required to justify entitlement, if required</p> <p>NPPSC 7220/2: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Temporary Lodging Expense (TLE) entitlement requirements:</p> <ul style="list-style-type: none"> · Certificate of Non-availability (CNA) is required from Navy Gateway Inns & Suites (NGIS) if Navy Lodge (primary) and NGIS (secondary) lodging is NOT available in order to support on the economy lodging expense. · Entitlement is limited to Navy Lodging cost if no CNA provided. · All paid daily itemized lodging receipts, showing a zero balance. · Can be in the vicinity of the old and/or new Permanent Duty Station. · Cannot exceed a total of 14 days. · Maximum of a 7-day period is allowed in CONUS when transferring from OCONUS. <p>Note: Refer to PPIB 21-25 and PPIB 23-34 TLE Expedited Extension and Approval Process, as required</p>
	2.11	<p align="center">Review other receipts/documentation required in support of travel claim, as applicable</p>	<p>CPPA reviews other receipts/documentation required in support of travel claim, as applicable.</p> <p>Other receipts/documentation may include:</p> <ul style="list-style-type: none"> · A Passenger Reservation Request (PRR)/itinerary is required for overseas/sea duty travel. Squadrons are considered sea duty. · All lodging and or other reimbursable receipts over \$75.00, including from any TDY stop, are required with a zero balance even if an advance was paid (not required for food). · Any airline tickets claimed require paid receipt and CTO endorsement. · Any rental car reimbursement claimed require receipts and CTO endorsement.

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CPPA CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.12	Review completed travel claim and assist Service Member, as required	<p>CPPA reviews completed travel claim and assists Service Member with forms and supporting documentation, as required.</p> <p>Complete/compile the following forms/documentation for submission, as applicable:</p> <ul style="list-style-type: none"> · Completed NPPSC 1300/2 Permanent Change Station (PCS) Traveler Checklist (Recommended) · Endorsed orders and order modifications, if applicable · Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable · Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information · Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2, if applicable: <ul style="list-style-type: none"> o Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable o Termination/Assignment of Government Quarters, if applicable · Receipts for commercial transportation, lodging, other expenses greater than \$75 · Gas receipts for rental car, if authorized with orders · Passenger Reservation Request (PRR)/itinerary for overseas/sea duty travel
	2.13	Are PCS Travel Claim forms and supporting documentation complete and accurate?	<p>Are PCS Travel Claim forms 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, go to 2.14</p> <p>If Yes, go to 2.15</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2.15	Submit Travel Claim to TSC Travel Section or Travel Processing Center	<p>CPPA submits Travel Claim and supporting forms/documentation to TSC Travel Section or Travel Processing Center via eCRM, as applicable.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:</p> <p>https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>Travel claims should be processed within a timely manner in accordance with DoD FMR, Vol. 9 Chap. 8. Travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after the supervisor reviews, signs, and dates the travel claim.</p> <p>Travel claim packages should be scanned as one attachment and submitted to the TSC Travel section supporting claims processing or respective Travel Processing Center (TPC) in eCRM as applicable.</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"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON MILPCS Travel Claim <p>eCRM case may include the following depending upon the complexity of the claim:</p> <ul style="list-style-type: none"> · Completed NPPSC 1300/2 Permanent Change Station (PCS) Traveler Checklist (Recommended) · Endorsed orders and order modifications, if applicable · Completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. Ensure traveler and reviewer complete appropriate entries in Block 20 of the DD 1351-2, and AO completes Block 21. Refer to Step 2.7, as required. · Completed NPPSC 7000/1, Travel Electronic Funds Transfer Information · Temporary Lodging Expense (TLE) Certification, NPPSC 7220/2, if applicable: <ul style="list-style-type: none"> o Confirmation of Non-Availability (CNA) number obtained from installation Billeting Department, if applicable o Termination/Assignment of Government Quarters, if applicable · Receipts for commercial transportation, lodging, other expenses greater than \$75 · Gas receipts for rental car, if authorized with orders · Passenger Reservation Request (PRR)/itinerary for overseas/sea duty travel <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>

AUTHORIZING OFFICIAL START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUTHORIZING OFFICIAL	2	Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements	<p>Review, assist and prepare documentation to support PCS Travel Claim Settlement requirements.</p> <p>Ensure that required orders, and any order modifications, receipts, statements, justifications, method Service Member was notified of order modification, etc., are attached to the travel claim, using block 29, second page of DD1351-2, to amplify remarks and establish a claim that is justifiable and consistent with the mission.</p> <p>Submit PCS Travel Claim Settlement within five working days of arrival at the PDS in accordance with DoD FMR, Vol. 9 Chap. 8. Notify supporting TSC travel section/Travel Office of any delays in submission.</p>
	2.1	Initiate NPPSC 1300/2	<p>CPPA/AO initiate NPPSC 1300/2, Permanent Change of Station (PCS) Traveler Checklist</p> <p>Authorizing (Approving) Official Requirement. Per PPIB 19-11 each command must appoint a designated Authorizing (Approving) Official (AO) to sign block 21(b) of the DD Form 1351-2 to ensure compliance with DoD FMR Vol 9 Chapter 8. AO will be designated using DD Form 577 and appointed to the position as Departmental Accountable Official. AOs must ensure all claims submitted for processing include both the member and the AO's signatures. The AO signature confirms the traveler properly and completely prepared the claim and all amounts claimed are accurate. Certifying Legislation Officer (CLO) training must be completed prior to appointment and annual refresher training must be maintained.</p> <p>Effective 01 Aug 2019 any travel claim package received missing the AO signature in block 21(b) will be deleted and returned to the CPPA for rework. The DD Form 577 is a required KSD and therefore must be included in each travel package submitted to the Travel Processing Center for processing.</p> <p>Note 1: The PCS checklist is not a KSD, but it is a good tool for the Sailor, CPPA and travel office to use as a guide for required documents necessary to support processing travel claims. Consequently, the failure to submit a checklist with the claim will "not" be the only reason to return a travel claim. If all required documentation is provided, except for the checklist, the travel office will process the claim.</p> <p>Refer to NPPSC 1300/2 Permanent Change of Station (PCS) Traveler Checklist, as required: https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/</p> <p>Note 2: Prior to claim being settled, a permanent residence must be established at Service Member's new permanent duty station.</p>
	2.2	Review endorsed orders and order modifications, if applicable	<p>CPPA/AO review endorsed orders and order modifications, if applicable</p> <ul style="list-style-type: none"> · Ensure that all stamps and endorsements on orders (both front and back) are legible and included with the package. · If order modifications are included indicate method Service Member was notified of the change. <p>Comply with requirements of MPM 1320-310 to ensure orders are endorsed and take appropriate remedial action in the event orders are NOT endorsed.</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">AUTHORIZING OFFICAL</p>	<p align="center">2.8</p>	<p>Review completed DD1351-2 and DD1351-2C, if applicable</p>	<p>CPPA/AO review completed DD1351-2, Travel Voucher, and DD1351-2C, Travel Voucher Continuation Sheet, if applicable</p> <p>Refer to NP2 What's New For You (WNFY) CPPA Travel Voucher Processing Guide, specifically the eight step procedure for CPPAs to "Review and Approve Travel Voucher": https://my.navy.mil/np2.html</p> <p>Per PPIB 16-09, Approving Official (AO) will utilize the NPPSC 1300/2 PCS Traveler Checklist as a supporting document to ensure travel claims are completed correctly and comply with the intent of the orders before submitting for disbursement processing. Further the AO will complete and retain the checklist and supporting documents for each claim.</p> <p>Note: Although the DLA statement and travel checklist were removed as key supporting documentation effective 01 April 2019, the required information from the former DLA form must be listed on the DD1351-2. Block 5 of DD1351-2 marked DLA and/or Dependents and number of POVs must be listed in Block 10d.</p> <p>CPPA/AO verify:</p> <ul style="list-style-type: none"> · Signed 1351-2 Travel Voucher and DD1351-2C, Travel Voucher Continuation Sheet, if applicable. Key blocks on the form include: <ul style="list-style-type: none"> o Block 5 must have all requested entitlements selected (e.g., if an advance was paid for DLA, then the DLA block must be checked). o Block 6 requires the new permanent address for the Service Member. Include e-mail address in block 6e. o Block 9 must list all travel advances for the PCS disbursed to the Service Member. o Block 10d number of POVs. o Block 12 is required if dependents accompanied the Service Member. o Block 13 must include the address the dependents were located PRIOR to the PCS move. It should match the address on the previous NAVPERS 1070/602 (Dependency Application). o Block 14 must be checked if applicable. DITY move is considered a government move. o Block 15 must be the complete itinerary from the last permanent duty station (PDS) including all "I-stops." If departing from a ship at sea, start with (USS XXX at sea), then list the first land area. o Block 16 must be marked if traveled by POV. o Block 18 must contain all reimbursable expenses for liquidation. o Blocks 20.a and 20.b must be signed and dated by the traveler. o Block 29 must indicate all leave taken in conjunction with PCS travel and elapsed time should match Block 15, travel itinerary. <p>Following satisfactory review, CPPA completes Blocks 20.c through 20.f reviewer's printed name, reviewer signature, telephone number and date. AO completes Blocks 21.a through d (Block 21.b must have AO's signature)</p> <p>Per PPIB 17-01, PPIB 18-03, and PPIB 19-11 submitted travel claims (DD 1351-2) must include both the member's signature, a command designated representative's reviewer signature, and the Authorizing (Approving) Official's signature.</p> <p>Per PPIB 17-01, PPIB 18-03, and PPIB 19-11 re-statement of travel voucher processing requirements, Approving/Authorizing Officials are required to review and approve travel vouchers prior to submitting for reimbursement. AO approval is required, and approval must be documented in Blocks 21, a through d, of DD form 1351-2.</p> <p>Again, once the AO has determined that all requirements have been met, the AO shall sign and date the DD 1351-2 voucher in blocks 21.a - 21.d, as evidence of their review and approval, and then submit the package via eCRM for processing in WINIATS.</p>

e CRM SUPERVISOR START

← **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
e CRM SUPERVISOR	3	Receive, dispatch and review Travel Claim Settlement	Receive, dispatch and review Travel Claim Settlement IAW DoD FMR, Vol. 9 Chap. 8 , travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after receipt of a complete and accurate claim by the travel office.
	3.1	Receive eCRM Travel Claim Settlement	eCRM Supervisor receives eCRM Travel Claim Settlement Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx eCRM Supervisor logs in eCRM Travel Claim Settlement 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 Important Update: Transaction Service Centers (TSCs)/TPC are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.
	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. Go to 3.1 Note: eCRM case with status update for “CPPA Action” with no response or feedback within ten business days will be closed with appropriate remarks to CPPA.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	3	Receive, dispatch and review Travel Claim Settlement	<p>Receive, dispatch and review Travel Claim Settlement</p> <p>IAW DoD FMR, Vol. 9 Chap. 8, travelers must submit a properly prepared travel claim to their supervisor/approving official within five working days after completion of travel. Reimbursement of the travel claim is made within 30 calendar days after receipt of a complete and accurate claim by the travel office.</p>
	3.3	Review Travel Claim Settlement	<p>Examiner reviews Travel Claim Settlement</p> <p>Examiner opens eCRM case and verifies transaction type and all supporting documentation present.</p> <p>Travel Claim Processing Sites must ensure submitted claims (DD 1351-2) include both the member's signature and the Authorizing/Approving Officials signature. Certifying Officials are to return inadequately documented travel payment vouchers to the appropriate command for proper approvals and supporting documents.</p> <p>Per PPIB 19-11 effective 01 Aug 2019 any travel claim package received missing the AO signature in block 21(b) will be deleted and returned to the CPPA for rework.</p> <p>The DD Form 577 is a required KSD and therefore must be included in each travel package submitted to the TPC for processing.</p> <p>Refer to NPPSC 1300/2 Permanent Change of Station (PCS) Traveler Checklist (only if submitted with the claim).</p> <p>Note 1: It is incumbent upon the eCRM Supervisor/Examiner to promptly and accurately screen all in-coming travel settlements submitted to the TSC/Travel Office so that incomplete/erroneous settlements are promptly returned for appropriate corrective action.</p> <p>Note 2: Refer to PPIB 16-22, Same Geographical Location Transfers Scenario E, as required. For Service Member executing a change of activity between PDS in the same Geoloc and the order includes a TEMDUINS I-Stop outside the Geoloc and either the Member is not physically in the same location as either the old or new PDS due to deployment of either the member or new PDS, then the travel claim needs to be processed as two separate settlements, one for the PDS (MPN) portion and one for the TDY (OMN) portion. Refer to the TDY Travel Claim Settlement SOP, only as required, to separately process TDY (OMN) LOA:</p> <p>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</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 Claim Settlement complete and accurate?	<p>Is Travel Claim Settlement complete and accurate?</p> <p>If No, go to 3.5.</p> <p>If Yes, go to 3.6.</p>

EXAMINER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	3.5	Mark eCRM case for “CPPA action” to obtain missing documents and/or correct erroneous data/discrepancies	<p>eCRM Supervisor/Examiner marks eCRM case for “CPPA action” to obtain missing documents and/or correct erroneous data/discrepancies.</p> <p>Go to 3.1</p> <p>Note: eCRM case with status update for “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	<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 settlements.</p>
	4	Process PCS Travel Claim Settlement	<p>Process PCS Travel Claim Settlement</p> <p>For the purposes of this SOP a Travel Claim Settlement log-in Clerk and Voucher Examiner are synonymous positions.</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.1	Log into WINIATS	<p>Examiner logs into WINIATS</p> <ul style="list-style-type: none"> · Open up Windows Explorer and type the following into the address bar: https://cedcchrgw.dc3n.navy.mil or click on the CITRIX web address saved in your favorites. · Hit the Enter key to be re-directed to the CITRIX Portal. · The CITRIX Portal will begin to open. · Your Certificates will populate. · Click on your Authentication Certificate · Click the OK button to proceed. <p>You are now connected to the CNIC-CITRIX Portal.</p> <ul style="list-style-type: none"> · Click the OK button to proceed. <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"> · Click on the WINIATS folder to proceed. <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"> · Click on the applicable WINIATS application/icon to proceed. <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"> o Click the OK button to proceed o CAC enabled o Select correct cert for log in o Click the OK button to proceed. <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"> · Accept License/Terms of Use will display · Click the Yes, Proceed Button. <p>You are now connected to WINIATS. Your Username and assigned travel office will appear at the top of the screen.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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> <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	<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 Settlement Request	<p>Examiner selects Settlement Request at the Block Type field.</p> <p>At the Block Type field, the default value is Settlement. When Settlement is displayed, press Enter or Tab to continue.</p>
	4.2.3	Log Settlement Request	<p>Examiner logs Settlement 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	<p>Examiner verifies traveler's account</p>

EXAMINER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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 account appears, Examiner reconciles Account Name and SSN information to make sure the correct information is entered in IATS.</p> <p>If Traveler 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, go to 4.2.3.3</p> <p>If No, go to 4.2.3.4</p>
	4.2.3.3	Does traveler's account require modification?	<p>Does traveler's account require modification?</p> <p>Examiner determines if Traveler Account is current or requires update based upon submitted source documentation.</p> <p>If Yes, go to 4.2.3.4</p> <p>If No, go to 4.2.3.5</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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/DD 1351-2.</p> <p>Select Personal Tab:</p> <ul style="list-style-type: none"> · Enter Name · Select appropriate Employee Status · Enter Grade/Rank <p>Caution: For officers in pay grade O-1 through O-3 verify if prior enlisted service in MMPA LOG, select proper rank in drop down accordingly.</p> <ul style="list-style-type: none"> · Enter Salutation, if applicable · Enter Position/Title, if appropriate · Security Clearance (Unknown) · DSSN (auto populates) · Select Create Card Status (Infrequent Traveler) · Enter Organization (issuing activity from orders) <p>Select Financial Tab to continue:</p> <ul style="list-style-type: none"> · Select EFT Status (Active) · Select EFT to be updated by (IATS Input) · Select Account type (Saving/Checking) · Enter Routing Number (enter twice/confirm) · Enter Account Number (enter twice/confirm) · If entered correctly auto advance to address tab <p>Address/Contact Tab: Enter Mailing Address:</p> <ul style="list-style-type: none"> · Address · City · State/Country · Zip · Phone number <p>Enter Office Address and Email Address if pertinent (not required):</p> <ul style="list-style-type: none"> · Select OK <p>After creating a new traveler profile/modifying an existing profile, the cursor returns to the Travel Order Number (TONO)/Standard Document Number (SDN) field.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.2.3.5	Log Travel Order	<p>Examiner logs Travel Order</p> <p>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.</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	<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&N TEMDUINS. A separate SDN will be entered for each fiscal year for TEMDUINS as provided on the 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>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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> <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"> · Enter State (CONUS)/Country (OCONUS) · Enter City/Zip Code · Enter Locality (OCONUS only) <p>Click OK to proceed.</p> <p>Enter Destination based upon ultimate PDS from PCS orders:</p> <ul style="list-style-type: none"> · Enter State (CONUS)/Country (OCONUS) · Enter City/Zip Code · Enter Locality (OCONUS only) <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 from DD 1351-2. Select End Date from DD 1351-2.</p> <p>IATS auto advances to What's Authorized tab.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.2.3.8	Complete What's Authorized (MILPCS) tab	<p>Examiner completes the What's Authorized (MILPCS) tab.</p> <p>Select the appropriate travel entitlements based upon the source documentation and traveler elections on the DD 1351-2.</p> <p>Ship POV: Click in this box or press the space bar to activate this option if the traveler is authorized to ship a POV. When performing PCS travel, transportation of a POV may be authorized under the following circumstances:</p> <ul style="list-style-type: none"> · When ordered to make a PCS to/from or between OCONUS stations · Upon change of homeport of the vessel to which assigned · When ordered to make a PCS within CONUS and the traveler cannot drive the vehicle <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 election on the DD 1351-2. Verify DLA entitlement against verified/signed NAVPERS 1070/602 (Dependency Application) and JTR Chapter 5 for DLA authorization in conjunction with PCS orders.</p> <p>Note: Although a copy of the RED/DA or NAVPERS 1070/602 (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. Travel offices will only pay travel entitlements for dependents verified in NSIPS.</p> <p>When the desired type is highlighted, press Enter to make a selection.</p> <p>Note 1: Single DLA is authorized for:</p> <ul style="list-style-type: none"> · E7 and above on shore duty who reside off base · E6 and below on shore duty must attach a copy of the Barracks approval for Single BAH · E6 and above on Sea duty may elect to live off Ship · E1 and above MIL to MIL may elect to reside off base <p>Note 2: Regarding Single DLA requests for Service Members with dependents assigned to a ship, who elect not to relocate dependents ICW PCS orders. Single DLA is not payable to a geographical bachelor assigned to a ship.</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> <p>Temporary Lodging Expense (TLE) is payable to a Service Member (and the Service Member's dependents) when temporary lodging is obtained during PCS travel. The purpose of these allowances is to offset the additional expenses incurred when the Service Member must obtain temporary lodging prior to departing the old PDS, as well as after arriving at the new PDS. TLE is not payable on any day the Service Member or dependents are receiving per diem.</p> <p>Proceed Time: Click in this box or press the space bar to activate this option if Proceed Time was authorized on the hard-copy travel order attached to the request for settlement.</p> <p>Household Goods: In the Household Goods field, Select DITY (Do It Yourself) if Service Member executed a Personally Procured Move (PPM) and a copy of DD2278 was included in eCRM submission and local Defense Personal Property Office computed the amount of the advance.</p> <p>Note 3: HHG entitlement is processed as an advance, but NOT as a settlement in IATS.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.2.3.9	Complete the Dependents tab, if applicable	<p>Examiner completes the Dependents tab, if applicable</p> <p>Creating an IATS Travel Order record for PCS travel requires the user to specify whether dependent travel was authorized, in accordance with the PCS orders, and who the dependents are.</p> <p>Enter dependents data from DD 1351-2 and verify against source document NAVPERS 1070/602 (verified Dependency Application).</p> <p>Note: Although a copy of the RED/DA or NAVPERS 1070/602 (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>Tip: After entering the required information at an input field, press Enter, Tab, or click in the next field to continue.</p> <ul style="list-style-type: none"> · Name of Dependent: At this field, type the dependent's first name. · Relationship: At this field, a drop-down list appears displaying various choices. Click on the desired choice or press the Up/Down arrow keys until the desired choice is highlighted and then press Enter. · Birth Date: If Dependent was selected at the Relationship field, type the dependents date of birth in MMDDYY format. <p>When finished entering the dependent's information, click on the OK button to save the travel order record.</p> <p>Note: Spouse entry does not require a Date of Birth (DOB).</p> <p>Caution: Be careful if 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 Claim Settlements/ Orders to log within the block?	<p>Are there additional Travel Claim Settlements/ Orders to log within the block?</p> <p>If Yes, go to 4.2.3.12</p> <p>If No, go to 4.2.4</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.2.3.12	Log additional Travel Claim Settlements/Orders within the block	<p>Examiner logs additional Travel Claim Settlements/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>Go to 4.2.3.1</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. This is only allowed if the request has not been saved to a block.</p> <p>If No, go to 4.2.5 (Generate the block order ticket number) If Yes, go to 4.2.4.1</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> <ol style="list-style-type: none"> 1. At the Logging of Requests screen, click on the request you wish to remove. 2. After selecting the desired request, click on the Clear button. A pop-up message appears asking if you are sure. 3. If you are sure, click on Yes. The selected request is then deleted.
	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 claim processing or provide an explanation as to why claim 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 Claim Settlement 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 Settlement, as required. Other travel offices require the Examiner to log-in the travel order and process the Settlement.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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 settlement, as required. Other travel offices require the Examiner to log-in the travel order and process the Settlement.</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>You have successfully logged off WINIATS.</p>
	4.4	Complete processing MILPCS Settlement Requests	<p>Examiner completes processing MILPCS Settlement Requests</p> <p>Processing a MILPCS Request for Settlement claim involves taking the information from the eCRM Travel Claim documentation, including the DD Form 1351-2, travel voucher, submitted by the traveler and entering the information to IATS.</p> <p>Note: Before a MILPCS Request for Settlement claim can be processed, the creation of a travel account and travel order needs to be accomplished. In addition, creating block tickets, logging incoming requests, and assigning block tickets to Voucher Examiners for processing must be completed before the settlement can be processed.</p> <p>Complete the following steps to complete "processing" a MILPCS Settlement Request.</p>
	4.4.1	Review traveler data in MMPA, and other databases as required, to support travel claim settlement processing	<p>Examiner reviews traveler data in MMPA, and other databases as required, to support travel claim settlement processing.</p>
	4.4.1.1	Log into MMPA JJAA	<p>Examiner logs into MMPA JJAA to verify gain and loss dates, leave taken enroute, and Service Member's current pay grade.</p> <p>Once logged into MMPA JJAA, Examiner enters traveler's SSN and then requests Format Identifiers (FIDS):</p> <ul style="list-style-type: none"> · MD – Pay Grade · SG – PCS Arrival Date · SH – PCS Departure Date · SB – Leave Dates taken enroute <p>Note: Current pay grade is verified to preclude payment of travel entitlements to personnel in frocked status.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.1.2	Verify all disbursed travel advances for the settlement claim	<p>Examiner verifies all disbursed travel advances for the settlement claim.</p> <p>Examiner logs into ADS to verify disbursed travel advances for the settlement claim.</p> <p>Examiner verifies all prior travel advances in all three WINIATS databases, as necessary.</p> <p>Travel advance liquidation is a major part of the travel claim process and can be considered a debt owed until liquidated. Travel offices have to ensure all advances paid on each order are applied on the initial settlement. Travel examiners and auditors must ensure ADS and the three WINIATS databases are reviewed upon processing a travel claim. This review is to ensure all travel advances paid to the Sailor are applied to the initial settlement.</p> <p>Note 1: If traveler identified travel advances on the DD 1351-2 and no advances were indicated in ADS and all three WINIATS data bases, the Examiner will consult with supervisor, traveler, and traveler's CPPA to obtain a voucher or other additional information regarding all Travel Advances.</p> <p>Note 2: If settling a claim where the timeframe covers more than a year, additional steps may need to be taken to ensure all advances are liquidated. These steps may include, but are not limited to, review of all three WINIATS databases, review of EDA, or review of other systems which reflect travel payments. If a travel office does not have access to EDA, contact NPPSC Fiscal Department to request assistance to gain access to EDA.</p> <p>These best practices will preclude overpayment of travel claim settlements.</p>
	4.4.2	Login to IATS in the Examiner View mode or change the View to Examiner, if necessary	<p>Examiner logs in to IATS in the Examiner View mode or changes the View to Examiner, if necessary</p> <p>Refer to step 4.1, as required.</p>
	4.4.3	Select a Block for processing	<p>Examiner selects a block for processing through one of the following methods.</p> <ul style="list-style-type: none"> · Method 1: Click the Grab Blocks button and select a block from the Logged Pool. · 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. <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 settlement already logged to the block is listed under the Select Request(s) section.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.4	Select a Settlement Request for processing	<p>Examiner selects a Settlement 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"> · Method 1: Double click on the desired request. · Method 2: Click on the request once and then click the View/Modify button. <p>After selecting a request using one of the methods listed above, the Request for a Settlement Against an Order screen appears.</p>
	4.4.5	Process Requests for Settlement against orders	<p>Examiner processes Requests for Settlement against orders</p> <p>After grabbing a block and selecting a request for processing, the Request for Settlement Against an Order screen appears. This screen is used to capture the details from the PCS orders, DD Form 1351-2, travel voucher, and other source documents submitted by the CPPA for the traveler.</p> <p>Use the following steps to "complete" the MILPCS Settlement Request Against an Order screen.</p>
	4.4.5.1	Accept Type of Settlement default "Partial"	<p>Examiner accepts Type of Settlement default "Partial".</p> <p>Type of Settlement "Partial": No action should be necessary at this field. It is quite common to process several settlements using the same travel order number. For this reason, all MILPCS travel is treated as Partial settlements.</p>
	4.4.5.2	Verify traveler's address	<p>Examiner verifies traveler's address.</p> <p>When the 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 Settlement 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 Adv/Acrl tab or the Next button to proceed.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.3	Verify/Input travel advance details in the Advance/Accrual Allocation screen	<p>Examiner verifies/inputs travel advance details in the Advance/Accrual Allocation screen.</p> <p>Refer to the Help topic "MILPCS Adv-Accrl - tab" in the WINIATS User Manual for additional instructions, if required.</p> <p>When processing a Request for Settlement, note Block #10 of the DD1351-2 (Travel Voucher). Travelers are responsible for indicating advances received. If traveler indicated travel advances on the DD 1351-2, advances should have been verified by the Examiner in ADS through WINIATS travel advance voucher information from other system databases.</p> <p>If the settlement processing travel office and advance processing travel office share the same WINIATS database, ensure that the advance information appears at the Adv/Accrl tab. If the information does not appear at the Adv/Accrl tab, enter the details for the advance payment in the appropriate fields.</p> <p>Note: If there is a check mark appearing in the Locked box next to the details for an advance payment, no changes to the details may be made by the IATS user.</p> <p>Complete the following steps to "enter" the advance details at the Adv/Accrl tab:</p> <ul style="list-style-type: none"> · Date: At this field, type the date the advance was paid in MMDDYY format. · Type: At this field, a drop-down listing appears offering the choices Accrual or Advance. Click on the option that is appropriate for the type of advance payment received. · FY: At this field, a drop-down listing appears offering the choices for several fiscal years. Click on the choice that is appropriate for the fiscal year in which the advance payment was received. · Amount: At this field, the Advance Spread screen appears, and the user must allocate any previously paid advance to the appropriate entitlements. <p>Note 1: At this screen, click in the Amount field for the appropriate entitlements and type the dollar amount for the advance payment received. When finished allocating the advance click the OK button. The WINIATS Travel Advance voucher provides detailed information regarding the type of advance.</p> <p>Note 2: A new section (Who is being paid for Enroute Travel) appears at the bottom of this screen for certain entitlements. Examiners must use this section to specify which individual(s) the particular entitlement applies to.</p> <ul style="list-style-type: none"> · DOV #: At this field, type the Disbursing Office Voucher (DOV) number assigned to the advance payment received. <p>After completing the Adv/Accrl tab, click on the Entitlements tab or click the Next button to continue.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4	Process PCS travel claim settlement entitlements	<p>Examiner processes PCS travel claim settlement entitlements</p> <p>Note: Refer to the Help topic, "MILPCS Settlement Entitlements - tab" in the WINIATS User Manual for additional instructions, if required.</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>
	4.4.5.4.1	Determine Effective Date of Orders	<p>Examiner determines Effective Date of Orders</p> <p>Effective Date of Orders: The effective date of the orders is used to determine the correct DLA rate and the entitlement to dependent travel.</p> <ul style="list-style-type: none"> · For a Service Member being separated/retired, the last day of Active Duty. · For all others, the date the Service Member is required to begin travel from the old PDS minus authorized and/or used travel time, plus one day.
	4.4.5.4.1.1	Determine official travel distance	<p>Examiner determines official travel distance(s)</p> <p>Using the WINIATS DTOD query feature enter the departure and arrival location based upon traveler's orders. Hit the Lookup button and the official distance populates.</p> <p>Note 1: Do not use the DD 1351-2 for this calculation.</p> <p>Note 2: The Defense Table of Official Distances (DTOD) is the official source for worldwide distance information used by the Department of Defense (DoD).</p>
	4.4.5.4.1.2	Compute Effective Date of Orders	<p>Examiner computes Effective Date of Orders</p> <ul style="list-style-type: none"> · Divide official distance by 350 miles, whole number equals number of travel days. · Multiply fractional remainder by 350, if fractional remainder X 350 exceeds 51 miles, add one day to previously calculated travel days. · The Effective Date of Orders equals the report date (as determined from orders) minus the travel days determined from DTOD plus one day. <p>Example: A Service Member ordered PCS from Lemoore CA to Norfolk VA is required to report to the new PDS on 10 June. The Service Member travels by POC.</p> <ul style="list-style-type: none"> · Official DTOD distance is 2818 miles. Divide 2818 by 350 = 8.05. Fractional remainder (.05) X 350 does not exceed 51 miles so official travel days equal eight (8) days. · 10 June Authorized and actual reporting date · 8 days travel time actually used and authorized · $10 - 8 = 02$ June · Add 1 day $2 + 1 = 3$ · 03 June equals PCS Effective Date of Orders <p>At the Effective Date or Orders field, type the correct effective date of orders in MMDDYY format and press Enter, then begin to enter entitlements.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.2	Select Add Expense Button	<p>Examiner selects "Add Expense" button.</p> <ul style="list-style-type: none"> · Add Expense button: Click on this button to select the types of expenses for the requested settlement. A drop-down listing appears and displays the expenses that were authorized when the travel order was created. The following is a list of possible MILPCS settlement expense types and a Help topic, in the WINIATS User Manual, to additional instructions for processing each particular expense type: <ul style="list-style-type: none"> o 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 Settlement What's Authorized - tab" for additional instructions. o Ship POV: Click in this box or press the space bar to activate this option if the traveler is authorized to ship a POV to or from an OCONUS location. IATS places a check mark in this box when this option is activated. o TLE: If the user clicks on the TLE option, the Temporary Lodging Entitlement screen appears, and the user must complete this screen to enter the daily TLE expenses. Refer to the Help topic "Completing the TLE Screen" for additional instructions. o DLA: If the user clicks on the DLA option, IATS automatically calculates the Dislocation Allowance payment. o DITY: If the user clicks on the DITY option, the DITY Worksheet screen appears, and the user must complete this screen to enter the DITY expenses. Refer to the Help topic, "Completing the PCS DITY Worksheet", for additional instructions. <p>Note: Although a copy of the RED/DA or NAVPERS 1070/602 (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>Note: HHG entitlement (DITY) is processed as an advance, but NOT as a settlement in IATS.</p> <p>Click on the desired expense type and complete the associated input screen to calculate the settlement entitlement for the selected expense. When finished adding expenses, proceed to the Calculations, Financial, and Remarks tabs to finish processing the settlement.</p>
	4.4.5.4.3	Process Enroute Entitlements description/details	Examiner processes Enroute Entitlements description/details, if required

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.1	Complete the What's Authorized tab, if required	<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 travelers are to be included in the settlement calculation. Refer to the traveler's DD 1351-2 for details regarding travel itinerary.</p> <p>Use the following steps to "complete" the PCS Settlement What's Authorized tab:</p> <ul style="list-style-type: none"> · 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. · Number of Cars: At this field, type the number representing how many POV's are to be used in the calculation of the settlement. · 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 settlement. If all of the listed travelers should be included, click on the Select All button. If not, click on the desired name. <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 user must then click on the Actual Itinerary tab or click on the Next button to continue.</p>
	4.4.5.4.3.2	Did Service Member travel by mixed mode?	<p>Did Service Member travel by mixed mode?</p> <p>It is quite common for Service Members to use one mode of transportation for part of a journey, and another mode for the rest of the journey. Mixed Mode Travel occurs when two or more modes of transportation are used for one official leg.</p> <p>For example, mixed mode travel commonly occurs when a Service Member departs the old PDS and drives a private auto to the leave point. From the leave point, a commercial plane is used for the travel to the new PDS, or to an Aerial Port of Embarkation (APOE). The official points are between the old PDS and the APOE or new PDS. Similarly, a Service Member could arrive at an Aerial Port of Debarkation (APOD). The next official leg of the travel is between the APOD and the new PDS. Mixed mode travel would occur if the traveler used a commercial plane (CP) to the leave point and a private auto (PA) from the leave point to the new PDS.</p> <p>If No, go to 4.4.5.4.3.3 If Yes, go to 4.4.5.4.3.4</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.3	Enter the actual itinerary	<p>Examiner enters the actual itinerary.</p> <p>Refer to the Help topic, "Actual Itinerary - tab" in the WINIATS User Manual, for additional instructions.</p> <p>The MILPCS Actual Itinerary tab is used to capture the specific 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> <p>Use the following steps to "complete" the MILPCS Actual Itinerary tab:</p> <ol style="list-style-type: none"> 1. Actual Trip Duration: At this field, click on the down arrow. A drop-down listing of trip durations appears. Refer to the DD Form 1351-2 submitted by the traveler to determine the duration but ordinarily for a PCS Settlement a trip duration greater than or equal to 24 hours is the appropriate selection for a PCS Settlement. 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 based upon the SH line from MMPA JJAA, in MMDDYY format, if necessary. 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 based upon the PCS orders. 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. 4. At the City field, type the first two letters of the city name. This displays a listing of city names, for the previously selected state, beginning with those letters. Use the procedures described in step (3) above to make the selection. 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. 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. 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. 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. 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 based upon the SG line from MMPA JJAA, in MMDDYY format, if necessary. 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, based upon PCS orders, and explained at the Depart Location field to select the arrival and DTOD locations. 10. Reason for Stop: At this field, a drop-down listing of various reasons for stopping appears. The default value for this field is AT - Awaiting Transportation. 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 reasons for stop codes. <p>Note: MILPCS Reasons for Stop</p> <p>When completing a MILPCS Itinerary, a Reason for Stop code is required on each arrival line. A table appears at the Reason for Stop field displaying a variety of codes that may be used. The purpose of the code is to determine what action must be taken by WINIATS and what allowances are applicable. A listing of the various Reason for Stop codes and an explanation of their purpose is provided in WINIATS.</p> <p>Refer also to next step in SOP for Reasons for Stop definitions.</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>Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary. When finished with the itinerary, the Constructed Itinerary or Reimbursables tab appears next.</p> <p>Go to 4.4.5.4.3.5</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.4	Enter mixed mode actual itinerary	<p>Examiner enters mixed mode actual itinerary.</p> <p>Note 1: The input into IATS for this type of travel requires strict attention to detail. All points where the mode of transportation changes must be shown in the itinerary. IATS will make the determination of whether a mixed mode travel situation applies and will generate the required input screens.</p> <p>Refer to above step for specific procedures to complete mixed mode actual itinerary.</p> <p>Refer also to WINIATS User Guide for example of itinerary for a typical PCS involving mixed mode travel.</p> <p>Note 2: Be especially mindful of Reason for Stop codes when entering mixed mode actual itinerary. When completing a MILPCS Itinerary, a Reason for Stop code is required on each arrival line. A table appears at the Reason for Stop field displaying a variety of codes that may be used.</p> <p>The purpose of the code is to determine what action must be taken by the travel computation system and what allowances are applicable. A listing of the various Reason for Stop codes and an explanation of their purpose is provided below:</p> <ul style="list-style-type: none"> · AT - Awaiting Transportation: This is used when the traveler is simply stopping at a location to change the mode of transportation. · TD - Temporary Duty: This is the default value at this field since it is the most common reason a traveler stops. Use this code when the point the traveler arrived at is the TDY point. · LV - Leave: Use this code when the traveler has stopped at a location for the purpose of taking leave. This code will cause the computation system to terminate per diem during the leave period. · MC - Mission Complete: Use this code when the trip is finished, and the traveler has arrived at the Permanent Duty Station (PDS). · AD - Authorized Delay: Use this code when the traveler has made an official stop and remained overnight while enroute to an official duty point. · VR - Voluntary Return: Use this code when a traveler has voluntarily returned to the PDS during a TDY trip. This commonly occurs when travelers are on lengthy TDY trips and there is a holiday weekend involved. Using this code causes the computation system to perform a cost comparison of what it would have cost the government had the traveler remained at the TDY location. This cost is then compared to the expenses the traveler incurred for performing the VR travel. The traveler is reimbursed these travel expenses up to what it would have cost the government to remain at the TDY location. · DV - Drop Off Vehicle At Vehicle Port: Use this code when the purpose of the stop is to drop off a Privately Owned Vehicle (POV) at a vehicle port facility for overseas shipment. · PV - Pick Up Vehicle At Vehicle Port: Use this code when the purpose of the stop is to pick up a POV from a vehicle port facility for movement to a new PDS. · ES - Enroute Stopover: Use this code when the traveler has made an official stop and remained overnight while enroute to an official duty point. (This code may also be used with TDY travel). · DP - Drop Off Passengers: Use this code when the purpose of the stop is to drop off passengers at a passenger facility. This ordinarily occurs when delivering a POV to a vehicle port facility for overseas shipment in conjunction with a PCS and passengers are dropped off. · PP - Pick Up Passengers: Use this code when the purpose of the stop is to pick up passengers at a passenger facility. This ordinarily occurs after a POV is picked up from a vehicle port facility in conjunction with a PCS and the passengers are picked up afterwards. · CT - COT Leave: Use this code when the purpose of the stop is to perform leave in conjunction with a Consecutive Overseas Tour. · DL - Designated Leave Point: Use this code when the stop location is a point designated as a delay point for dependents pending orders for overseas PCS travel, or when overseas travel is denied. This is also the appropriate code to identify a location as Consecutive Overseas Tour (COT) leave point. · AR - Authorized Return Home: Use this code when the traveler has been authorized, in the travel order, to make a return trip to his/her last PDS during a PCS travel period. <p>Note: Use the procedures previously explained to complete the return travel leg or additional travel legs for the itinerary. When finished with the itinerary, the Constructed Itinerary tab appears next.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.5	Is a Constructed Itinerary required?	<p>Is a Constructed Itinerary required?</p> <p>There are three situations that cause the Constructed Itinerary tab to appear after completing the traveler's actual itinerary:</p> <ul style="list-style-type: none"> · Privately owned conveyance was used for the travel to and from the official locations. · The authorized mode of travel was POC Limited to Cost of Constructed Travel. · The travel was performed by mixed modes; a combination of privately owned and commercial or government procured transportation. <p>If Yes, go to 4.4.5.4.3.6 If No, go to 4.4.5.4.3.11</p>
	4.4.5.4.3.6	What type of Constructed Itinerary is required?	<p>What type of Constructed Itinerary is required?</p> <p>If POC Limited or Mixed Mode, go to 4.4.5.4.3.7 If POC More Advantageous, go to 4.4.5.4.3.10</p>
	4.4.5.4.3.7	Complete or initiate the Constructed Itinerary tab, as applicable	<p>Examiner completes the Constructed Itinerary tab for "POC Limited to Cost of Constructed Travel or initiates tab for Mixed Mode Travel".</p> <p>Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required.</p> <p>At this screen, the legs of the traveler's actual itinerary are displayed. The Examiner must either enter the cost of government procured travel or the official mileage depending on the authorized mode of travel. IATS will then either perform a cost comparison or limit the mileage reimbursement to the official distance.</p> <p>Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC Limited to Cost of Constructed Travel" or initiate the screen entries when travel was performed by "Mixed Mode":</p> <ul style="list-style-type: none"> · Mem GTR: Click in this field for the first leg of travel. At this field, type the dollar amount for government procured transportation to include estimated taxes and press Enter. <p>Note: Do not make an entry into the GTR columns when processing a settlement involving mixed mode travel. For Navy users, enter the GTR cost at the Reimbursables screen.</p> <ul style="list-style-type: none"> · From Date: The date at this field should be the date the traveler would have departed if the transportation was procured by the government. The default value at this field is the date of departure on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. · To Date: The date at this field should be the date the traveler would have arrived if the transportation were procured by the government. The default value at this field is the date of arrival on the actual itinerary. If this is the correct date, press Enter to continue. If not, type the correct date and press Enter. <p>Repeat above steps for any additional legs of travel displayed at this screen. After pressing Enter at the final To Date field, the Reimbursables tab appears.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.8	Did travel involve "Mixed Mode"?	<p>Did travel involve "Mixed Mode"?</p> <p>If Yes, go to 4.4.5.4.3.9</p> <p>If No, go to 4.4.5.4.3.11</p>
	4.4.5.4.3.9	Complete the Constructed Itinerary tab for "Mixed Mode" travel leg	<p>Examiner completes the Constructed Itinerary tab for "Mixed Mode" travel leg.</p> <p>Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required.</p> <p>At this screen, the legs of the traveler's actual itinerary are displayed. The Examiner must either enter the cost of government procured travel or the official mileage depending on the authorized mode of travel. IATS will then either perform a cost comparison or limit the mileage reimbursement to the official distance.</p> <p>Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was performed by "Mixed Mode":</p> <p>For mixed mode IATS requests the Authorized Miles for the mixed mode leg. The distance is used to perform the first of two required computations.</p> <p>Note: Do not make an entry into the GTR columns when processing a settlement involving mixed mode travel. For Navy users, enter the GTR cost at the Reimbursables screen.</p> <p>Only two comparisons are required in accordance with the Joint Travel Regulations.</p> <ul style="list-style-type: none"> · Computation 1: The first computation determines the entitlement as if a private auto were used for the entire distance. · Computation 2: The second computation determines the entitlement based on the actual travel performed. <p>Note: The amount from the first computation establishes the limitation for the total entitlement for the mixed mode leg.</p> <p>Advance to Reimbursables tab.</p> <p>Go to 4.4.5.4.3.11</p>

EXAMINER CONTINUED **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.10	Complete the Constructed Itinerary tab for "POC More Advantageous to the Government"	<p>Examiner completes the Constructed Itinerary tab for "POC More Advantageous to the Government".</p> <p>Refer to the Help topic, "Constructed Itinerary - tab" in the WINIATS User Manual for additional instructions, if required.</p> <p>At this screen, the legs of the traveler's actual itinerary are displayed. The Examiner must either enter the cost of government procured travel or the official mileage depending on the authorized mode of travel. IATS will then either perform a cost comparison or limit the mileage reimbursement to the official distance.</p> <p>Use the following steps to "complete" the Constructed Itinerary tab when the authorized mode of travel was "POC More Advantageous to the Government":</p> <ul style="list-style-type: none">· Click in the Auth Miles field for the first leg of travel.· Type the number of miles for the ordered travel from the Official Table of Distances and press Enter.· At the Auth Miles field for the second leg of travel, type the number of miles for the ordered travel from the Official Table of Distances and press Enter. <p>Repeat above steps for any additional legs of travel displayed at this screen. After pressing Enter at the final Auth Miles field, the Reimbursables tab appears.</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.3.11	Complete the PCS Settlement Reimbursables tab	<p>Complete the PCS Settlement Reimbursables tab.</p> <p>Refer to the Help topic "Reimbursables - tab" in the WINIATS User Manual for additional instructions, if required.</p> <p>This screen is where IATS users enter the traveler's reimbursable expenses associated with the trip.</p> <p>Use the following steps to "complete" the PCS Settlement Reimbursables tab:</p> <ul style="list-style-type: none"> · Date: The default value at this field is the departure date from the actual itinerary. If this is the correct date for the expense, press Enter. If not, type the correct date in MMDDYY format and press Enter. · Nature of Expense: At this field, a drop-down listing appears displaying the common expenses that have been entered into the Reimbursable Descriptions table in the IATS Maintenance module. Click the Up/Down arrows until the desired expense item is displayed. If the user types the first letter of the description, IATS scrolls the listing until locating the first item beginning with this letter. The user may then use the Up/Down arrows to display the exact item. Once the correct item is displayed, click on this item to make a selection. If the expense claimed by the traveler is not listed, simply type the description in this field and press Enter. <p>Note 1: For Mixed Mode: For Navy users, enter the GTR cost at the Reimbursables screen using the Type Code "G". For the Nature of Expense field, use "Mixed Mode MILPCS GTR Cost". It is recommended that a supervisor or the designated person having access to Maintenance module add this expense description to the Reimbursables Description table so that item can be selected from the list of expenses appearing in the Nature of Expense field.</p> <ul style="list-style-type: none"> · Type: At this field, a drop-down listing appears displaying various expense categories. Since a code for the expenses was previously entered into the Reimbursable Descriptions table in the IATS Maintenance module, IATS will default to the specified category. If the correct category is highlighted, press Enter. If not, click the Up/Down arrows until the desired category is displayed and press Enter. · Amount Claimed: At this field, type the dollar amount claimed by the traveler. · Amount Approved: IATS automatically populates this field with the amount entered at the Amount Claimed field. If this amount is allowable, press Enter. If not, type the allowable amount and press Enter. · IBOP: At this field, a drop-down listing appears displaying a list of State/Countries. Type the first two letters of the state or country name or, 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. · Dependent: Click in the box at this field if the entered expense is associated with a dependent. · Const Leg: If the settlement request involves a constructed itinerary for the purpose of a cost comparison, the Const Leg field appears next. In addition, a table appears displaying the travel legs for the itinerary. At this field type the number for the travel leg associated with the expense. If the expense should not be included in the cost comparison, simply press Enter to leave the number zero at this field. <p>Note 2: For Mixed Mode: At the Const Leg column, a window appears listing the legs of travel identified in the itinerary as mixed mode legs. If the expense being entered is associated with a mixed mode leg of travel, type the number that represents the correct mixed mode leg. If the expenses are not associated with a mixed mode leg, type the number zero.</p> <p>Repeat above steps to enter any additional expenses.</p> <p>When finished entering the Reimbursable Expenses, click the OK button. A message appears asking if you wish to view or modify the daily exceptions. Click the Yes or No button as desired.</p> <p>Refer to the Help topic, "Daily Exceptions" in the WINIATS User Manual for additional instructions.</p> <p>After entering the reimbursable expenses, finish processing the settlement as usual.</p>

EXAMINER CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p style="text-align: center; color: yellow; font-weight: bold;">EXAMINER</p>	<p style="text-align: center;">4.4.5.4.4</p>	<p style="text-align: center;">Did Service Member elect to Ship POV in accordance with PCS orders?</p>	<p>Did Service Member elect to Ship POV in accordance with PCS orders?</p> <p>POV Shipment – Overview: When performing PCS travel, transportation of a POV may be authorized under the following circumstances:</p> <ul style="list-style-type: none"> · When ordered to make a PCS to/from or between OCONUS stations · Upon change of homeport of the vessel to which assigned · When ordered to make a PCS within CONUS and the traveler cannot drive the vehicle <p>If Yes, go to 4.4.5.4.4.1 If No, go to 4.4.5.4.5</p>
	<p style="text-align: center;">4.4.5.4.4.1</p>	<p style="text-align: center;">Was POV shipment CONUS to CONUS?</p>	<p>Was POV shipment CONUS to CONUS?</p> <p>If Yes, go to 4.4.5.4.4.2 If No, go to 4.4.5.4.4.3</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.4.2	Process CONUS to CONUS POV Shipment	<p>Examiner processes CONUS to CONUS POV Shipment</p> <p>An eligible Service Member ordered on a PCS between CONUS PDSs may be authorized transportation of one POV from the old CONUS PDS to new CONUS PDS when:</p> <ul style="list-style-type: none"> · The Service Member is physically unable to drive; or · There is insufficient time (in accordance with the JTR) for the Service Member to drive and report to the new PDS as ordered. <p>In addition, an eligible Service Member, who has dependents who are also relocating incident to the PCS, ordered on a PCS between CONUS PDSs may have POV transportation authorized for one POV from the old CONUS PDS to the new CONUS PDS when it is advantageous and cost-effective to the Government and provided that the:</p> <ul style="list-style-type: none"> · Member and/or eligible dependent(s) own more than one POV to be relocated to the new PDS; · Member and dependents then travel at one time in one POC; · Cost of shipment and commercial transportation of the POV to be shipped does not exceed the cost of MALT plus per diem for driving two POCs to the new PDS; and · Member is financially responsible for all excess costs or additional expenses associated with POV transportation. <p>Note: To process this type of payment, there are a number of input requirements that are unique and must be understood by the Examiner in order to process the entitlement correctly. Click on the See Also button and select the particular topic for additional information on processing POV Shipments, if required</p> <p>Travel Order:</p> <p>Ensure that the entitlement "Ship POV" is activated at the "What's Authorized (Military PCS)" tab on the IATS Travel Order screen.</p> <p>Select Expense Type:</p> <p>At the Request for Settlement Against an Order screen, click on the Add Expense button and then click on the Ship POV option.</p> <p>This action will result in IATS displaying the Shipping POV screen.</p> <ul style="list-style-type: none"> · Distance: The mileage from the DTOD table will automatically default to this field based on the Origin and Destination locations entered when the travel order was created. If this mileage is correct, no action is necessary. If not, click in this field, type the correct mileage, and then press Enter. · Cost to Ship POV: Click in this field and type the allowable amount to be reimbursed to the Service Member for the shipment of the POV. You must determine the allowable amount by performing the three (3) cost comparison steps demonstrated in the JTR. <p>After you have entered the allowable cost at the Cost to Ship POV field, click on the OK button to save the entries. IATS will return to the Request for a Settlement against an Order screen.</p> <p>When you return to the Request for a Settlement against an Order screen, finish processing the request for settlement as usual.</p> <p>Return to the Entitlements Add Expense button.</p> <p>Go to 4.4.5.4.5</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.4.3	Did Member ship POV separately or in conjunction with PCS travel?	<p>Did Member ship POV separately or -in conjunction with PCS?</p> <p>When the shipment of a POV is authorized, the following circumstances may apply:</p> <ul style="list-style-type: none"> · Delivery to or Pick-up from a designated vehicle port performed separately from the PCS travel · Delivery to or Pick-up from a designated vehicle port performed in-conjunction with PCS travel <p>If Separately, go to 4.4.5.4.4.4 If In Conjunction, go to 4.4.5.4.4.5</p>
	4.4.5.4.4.4	Process POV Delivery or Pick-up separately from MILPCS Travel	<p>Examiner processes POV Delivery or Pick-up separately from MILPCS Travel</p> <p>In order to ship a vehicle, the Service Member must deliver the vehicle to the port and then pick the vehicle up from the vehicle port after arriving at the new PDS. When this entitlement is authorized the Service Member is entitled to reimbursement for round trip mileage to/from the old/new PDS and the designated vehicle port.</p> <p>To process this type of payment, there are a number of input requirements that are unique and must be understood by the Examiner in order to process the entitlement correctly. Click on the See Also button and select the particular topic for additional information on processing POV Shipments, if required.</p> <p>Travel Order: Ensure that the entitlement "Ship POV" is activated at the "What's Authorized (Military PCS)" tab on the IATS Travel Order screen. Users will only have access to the Ship POV field if either the Origin or Destination is an OCONUS locality.</p> <p>Select Expense Type: At the Request for Settlement Against an Order screen, click on the Add Expense button and then click on either the Drop Off Vehicle or Pick Up Vehicle option.</p> <p>Note: IATS only allows three legs in the itinerary for this type of settlement. Therefore, when completing the itinerary, do not show legs where the traveler made additional stops. Construct the itinerary, if necessary, to show the direct route between the official points. When completing the itinerary, ensure that DV - Drop Off Vehicle at Vehicle Port or PV - Pick Up Vehicle at Vehicle Port is selected as the reason for stop at the place the vehicle port is located.</p> <p>Finish processing the request for settlement as usual.</p> <p>Return to the Entitlements Add Expense button.</p> <p>Go to 4.4.5.4.5</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.4.5	Process POV Delivery or Pick-up in conjunction with MILPCS Travel	<p>Examiner processes POV Delivery or Pick-up in conjunction with MILPCS Travel</p> <p>In order to ship a vehicle, the Service Member must deliver the vehicle to the port and then pick the vehicle up from the vehicle port after arriving at the new PDS. Often times, the delivery and/or pick-up is performed in conjunction with the traveler's enroute travel. Under this circumstance, the traveler is reimbursed Monetary Allowance in Lieu of Transportation Plus Flat Per Diem (MALT PLUS) for direct travel between the vehicle port and the PDS.</p> <p>The input for this type of payment is nearly identical to a normal enroute travel settlement. There are a number of input requirements, however, that are unique and must be understood by the Examiner in order to process the entitlement correctly. Click on the See Also button below and select the particular topic for additional information on processing POV Shipments.</p> <p>Travel Order: Ensure that the entitlement "Ship POV" is activated at the "What's Authorized (Military PCS)" tab on the IATS Travel Order screen. Users will only have access to the Ship POV field if either the Origin or Destination is an OCONUS locality.</p> <p>Select Expense Type: At the Request for Settlement Against an Order screen, click on the Add Expense button and then click on the Enroute option.</p> <p>Actual Itinerary: When completing the itinerary, ensure that DV - Drop Off Vehicle at Vehicle Port or PV - Pick Up Vehicle at Vehicle Port is selected as the reason for stop at the place the vehicle port is located.</p> <p>Constructed Itinerary: When processing a MILPCS enroute travel settlement that involves a POV drop-off or pick-up in conjunction, a new input field, "VP Miles" appears at the Constructed Itinerary tab. At the VP Miles field for the leg of travel between the vehicle port and the PDS, ensure that the authorized mileage between these points is entered. IATS will not compute a MALT entitlement if this field is left blank.</p> <p>Finish processing the request for settlement as usual.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.5	Process TLE entitlement, if required	<p>Examiner processes TLE entitlement, if required</p> <p>Temporary Lodging Expense (TLE) is payable to a Service Member (and the Service Member's dependents) when temporary lodging is obtained during PCS travel. The purpose of these allowances is to offset the additional expenses incurred when the Service Member must obtain temporary lodging prior to departing the old PDS, as well as after arriving at the new PDS.</p> <p>TLE is not payable on any day the Service Member or dependents are receiving per diem. In addition, both allowances are subject to the limitations prescribed in the JTR.</p> <p>Refer to the Help topic, "Completing the TLE Screen" in the WINIATS User Manual, for additional instructions, if required.</p> <p>Use the following steps to "complete" the TLE screen:</p> <ul style="list-style-type: none"> · Date: At this field, type the date in MMDDYY format for the first day of the TLE period. · 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. At the City field, type the first two letters of the city name. This displays a listing of city names, for the previously selected state, beginning with those letters. Use the procedures described above to make the City selection. · Who's being paid: At this field, a drop-down listing appears displaying the Service Member and any dependents entered when the travel order was created. Click on the desired names to make a selection. After selecting the travelers press Enter to continue. Tip: Multiple travelers may be selected by pressing and holding the Shift key and then clicking on the desired names. · Lodging: At this field, type the total daily lodging costs incurred and press Enter. <p>Note: After entering the lodging amount and pressing Enter, IATS automatically displays the next consecutive date. If TLE expenses are applicable for that day, simply press Enter, or type the correct date if another date is desired. IATS automatically populates each field with the same information entered on the previous day. If this information is correct, press Enter to continue, or make the desired changes.</p> <p>When finished making the required entries at the TLE screen, click the OK button. IATS returns to the Request for Settlement Against an Order screen.</p> <p>Note: If more than 14 days of TLE expenses are entered, the following prompt will appear advising you that a payment of greater than 14 days requires approval by the Secretary of Defense. The default value at this prompt is No. If approval was granted, click on Yes to continue.</p> <p>Return to the Entitlements Add Expense button.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.4.6	Process DLA entitlement, if authorized and requested	<p>Examiner process DLA entitlement, if authorized and requested</p> <p>If the Examiner clicks on the DLA option, IATS automatically calculates the Dislocation Allowance payment. Examiner responds to system prompts as required.</p> <p>Examiner advances to PCS Settlement Calculations tab.</p> <p>Note: US Navy IATS users may not input or select an applied amount to the Household Goods/DITY field when processing a MILPCS Settlement.</p>
	4.4.5.5	Complete PCS Settlement Calculations	<p>Examiner completes PCS Settlement Calculations</p> <p>After completing the Entitlements tab, IATS returns to the Request for Settlement Against an Order screen. To view a summary of the calculations for the settlement request, click on the Calculations tab.</p> <p>Note: At this tab, a summary of the calculations is displayed by expense category. If multiple fiscal years are involved, the calculations are summarized by fiscal year.</p> <p>Note: It is a good business practice for the Examiner to review the Calculations tab before adding the accounting lines to the settlement. This will assist the Examiner in ensuring that the appropriate accounting lines are added. If the traveler received an advance payment of MILPCS travel and transportation allowances, click in the Advances field. The Split PCS Advance Payments screen appears, and the user must apply the outstanding advance amount to the appropriate entitlement. Refer to the Help topic, "Completing the Split PCS Advance Screen" in the WINIATS User Manual for additional instructions.</p> <p>The Split PCS Advance Payments screen is used to apply the amounts calculated for the PCS expenses to the amount outstanding that was received in advance.</p> <p>Note: US Navy IATS users may not input or select an applied amount to the Household Goods/DITY field.</p> <p>Use the following steps to "complete" the Split PCS Advance Payments screen:</p> <ul style="list-style-type: none"> · Click in the Applied field for the entitlement you wish to apply an outstanding amount against. · Type the dollar amount you wish to apply. <p>Tip 1: Refer to the Calculations tab for a summary of the calculated entitlements.</p> <p>Tip 2: Users can apply all of the outstanding amounts simply by clicking on the Default button. Using the Default button, however, will only apply the outstanding amount(s) against the entitlement(s) being processed. For example, if the settlement being processed is for Enroute Travel only, clicking on the Default button will only apply the outstanding amount associated to Enroute Travel.</p> <ul style="list-style-type: none"> · Continue with above steps until the desired amounts are applied. · When finished applying the outstanding amounts, click the OK button. IATS returns to the Request for Settlement Against an Order screen. <p>After completing the Calculations tab, click on Next button or the Financial tab to proceed.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.6	Complete the Financial tab entries	<p>Examiner completes the Financial tab entries.</p> <p>When finished with the Calculations tab, click on Next button or the Financial tab to add the appropriate accounting lines. Refer to the Help topic, "Financial - tab" in the WINIATS User Manual for additional instructions.</p> <p>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.</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>Use the following steps to "complete" the Financial tab:</p> <ul style="list-style-type: none"> · 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. · 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). · Verify Line(s) of Accounting against orders. When verifying Lines of Accounting, the Examiner needs to ensure any Travel Advances were recouped. <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</p>
	4.4.5.7	Complete the Remarks tab, if required	<p>Examiner completes the Remarks tab, if required</p> <p>After adding the accounting lines to a Request for Settlement, the user may want to add some optional Remarks to the printed travel voucher, the traveler's historical record, or both. 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> <ul style="list-style-type: none"> · Click on the Remarks tab. The following screen appears: · Remarks in History: If wishing to add remarks to the traveler's historical record, click in this box and type the desired remarks. · Remarks on Voucher: If wishing to add remarks to the traveler's printed voucher, click in this box and type the desired remarks. · If Examiner wishes 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 Examiner is satisfied with the remark, click on OK. · Repeat above two steps if Examiner wishes to add additional standard remarks. <p>Tip: Any remarks typed in the "Remarks in History" box are automatically copied to the "Remarks on Voucher" box if the Examiner selects the Copy button.</p> <p>Note: Remarks are intended as an aid to the Auditor, Travel Office processing the settlement claim, and/or the Traveler to draw attention to any out of the ordinary settlement processing.</p> <p>When finished adding remarks, click on the OK button to save the entries.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.5.8	Complete the Workflow tab entries	<p>Complete the Workflow tab entries.</p> <p>To assist managers in determining where delays in travel settlement request processing occur, IATS generates the Reporting Unit Code (RUC) Liaison Office Report. The purpose of this report is to track the number of days required to move a settlement request through the processing cycle. Because settlement requests processed by these organizations are often routed through liaison offices, IATS tracks their movement from the date signed until the date disbursed.</p> <p>The Workflow tab is used to capture the details needed for IATS to generate the RUC/Liaison Office Report. If not already selected, click on the Workflow tab. Use the following steps to "complete" the Workflow tab:</p> <ul style="list-style-type: none"> · Ruc/Liaison Office: At this field, a drop-down list of Ruc/Liaison Office number(s) appears. The Ruc/Liaison Office information must be previously established by the System Administrator in the IATS Maintenance module. When the drop-down list appears, click on the number for the Ruc/Liaison Office that handled the claim. · Date Signed by: Traveler: At this field, type the date, in MMDDYY format, the claim was signed by the traveler, Block 20.b on the DD 1351-2. · Date Received by: RUC/Liaison Office or signed by the AO: At this field, type the date, in MMDDYY format, the claim was signed by the AO, Block 21.d on the DD 1351-2. However, for a PCS claim it is the same date the traveler signed the claim in Block 20.b. · Date Forwarded by: Liaison Office: Date the claim was sent via eCRM to the Travel Office/TSC travel section. This is the eCRM case initiation date. At this field, type the date, in MMDDYY format, the claim was forwarded by the Ruc/Liaison Office. · Date Received by: Travel Office: In eCRM this would be the date the claim was received and/or dispatched to the Examiner. At this field, type the date, in MMDDYY format, the claim was received by the Travel Office. · Expected Pay Date: The Expected Pay Date is System Generated and the date the claim is expected to be released by the Disbursing System. <p>When finished entering the dates at the Workflow tab, click on the OK button to save the entries and return to the Request for Settlement Against an Order screen.</p>
	4.4.6	Are there additional Travel Claim Settlement requests to process within the block?	<p>Are there additional Travel Claim Settlement requests to process within the block?</p> <p>If Yes, go to 4.4.7 If No, go to 4.4.8</p>
	4.4.7	Process additional Travel Claim Settlement requests within the block	<p>Examiner processes additional Travel Claim Settlement 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> <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>Go to 4.4.4</p>

EXAMINER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.8	Do any processed Travel Claim Settlement requests need to be deleted or returned?	Do any processed Travel Claim Settlement requests need to be deleted or returned? If No, go to 4.4.9 (Release Block for Auditing) If Yes, go to 4.4.8.1
	4.4.8.1	Do processed settlement requests need to be returned to traveler or deleted from block?	Do processed settlement requests need to be returned to traveler or deleted from block? 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. 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. If Returned, go to 4.4.8.2 If Deleted, go to 4.4.8.3

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.8.2	Return request to Traveler	<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 settlement 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"> · Mode of travel not consistent with orders · DD Form 1351-2 not signed · Missing AO verification/approval · Approving Officer signature required · Incomplete or improperly completed itinerary · Block 16 of DD Form 1351-2 does not reflect own/operate or passengers · Complete highlighted blocks of DD 1351-2 · Block 6 of DD Form 1351-2 (address) traveler's not commands · SSN on orders and DD 1351-2 do not match TLE form required · EFT information required · Missing travel orders · Additional pages (beyond first page) of orders missing · Travel orders already liquidated/duplicate claim · Missing detaching/reporting endorsements · Local travel requires a OF 1164 vice a DD 1351-2 · Missing certificate of non-availability · Need to obtain CBQ memo of non-occupancy of government quarters · Missing lodging receipts or explanation for missing receipts · Original lodging receipts (or faxed receipts from hotel) required · Receipts required for reimbursement over \$75.00 · Missing valid receipts for reimbursables or explanation for missing receipts · Official telephone charges must be authorized · Specify whether meals were included in registration/conference fees · Incorrect name on voucher · Incorrect fund site · Incorrect document number/Standard Document Number not complete · Incorrect itinerary · Date(s) of travel incorrect · Orders reflect erroneous or no accounting data · Full reimbursement for commercial air must be substantiated · Rental car requires command authorization · Rental car requires SATO endorsement for reimbursement and approval · DD Form 1351-3 not signed for actual expense · Missing separation travel order · Missing separation travel allowance election · Distance of travel exceeds authorized distance for separation · Missing retirement travel order · Missing retirement home of selection certificate · Missing extension approval for late retirement <p>Other (Use narrative remarks to specify reason for return)</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.8.2.1	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: Method 1: Return a request from the Logging of Requests screen. 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>
	4.4.8.2.2	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"> 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. 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. 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 Step 4.4.8.2 as required). 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. 5. Remarks: Click in this field and type a remark if desired. <p>Click Ok.</p>
	4.4.8.2.3	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>Go to 4.4.8</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.8.3	Delete a request for settlement from the block	<p>Examiner deletes a request for settlement from the block.</p> <p>On occasion, a request for settlement 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" a Request for Settlement:</p> <ol style="list-style-type: none"> 1. At the Examiner View screen, select a block through one of the following methods: 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. 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>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"> 2. At the Request Selection screen, click on the request to be deleted. 3. When the correct request is highlighted, click the Delete button. The Delete this Request for a Settlement Against an Order screen appears. 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. 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. 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. 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. 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. 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. 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. 9. After selecting a reason, entering a remark, or both, click on OK. 10. 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.
	4.4.8.4	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 Request for Settlement and for additional documentation required to support claim processing, if required.</p> <p>Go to 4.4.8</p>

EXAMINER CONTINUED

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	4.4.9	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"> · Select (highlight) block for release. · Select "Release Block" button. · Enter Confirmation Code. · Print block number, attach all travel claim settlements in block-to-block number and deliver to the Auditor.
	4.5	Log out of IATS	<p>Examiner logs out of IATS, if appropriate</p> <p>Refer to Step 4.3, if required.</p>
	5	Audit Travel Claim Settlement Request	<p>Audit Travel Claim Settlement Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel claim settlement 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"> · After a settlement 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. · 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. · 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. · 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.
	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 settlement 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 settlement.</p>

EXAMINER CONTINUED

 **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	5.4.8	Make corrections to travel claim settlement request	<p>Examiner makes corrections to travel claim settlement 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 settlement request(s) as required by performing appropriate actions detailed in Step 4.</p> <p>After the corrections are made, the Voucher Examiner must again release the block to the Auditor for further processing.</p> <p>Go to 5.4.1</p> <p>Note: Once all of the travel settlement 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>

[CONTINUE TO NEXT PAGE](#)

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	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, go to 5.4.9.1</p> <p>If No, go to 5.4.10</p> <p>The following is a list of IATS Reason Codes for returning a request:</p> <ul style="list-style-type: none"> · Mode of travel not consistent with orders · DD Form 1351-2 not signed · Missing AO verification/approval · Approving Officer signature required · Incomplete or improperly completed itinerary · Block 16 of DD Form 1351-2 does not reflect own/operate or passengers · Complete highlighted blocks of DD 1351-2 · Block 6 of DD Form 1351-2 (address) traveler's not commands · SSN on orders and DD 1351-2 do not match · TLE form required · EFT information required · Missing travel orders · Additional pages (beyond first page) of orders missing · Travel orders already liquidated/duplicate claim · Missing detaching/reporting endorsements · Local travel requires a OF 1164 vice a DD 1351-2 · Missing certificate of non-availability · Need to obtain CBQ memo of non-occupancy of government quarters · Missing lodging receipts or explanation for missing receipts · Original lodging receipts (or faxed receipts from hotel) required · Receipts required for reimbursement over \$75.00 · Missing valid receipts for reimbursables or explanation for missing receipts · Official telephone charges must be authorized · Specify whether meals were included in registration/conference fees · Incorrect name on voucher · Incorrect fund site · Incorrect document number/Standard Document Number not complete · Incorrect itinerary · Date(s) of travel incorrect · Orders reflect erroneous or no accounting data · Full reimbursement for commercial air must be substantiated · Rental car requires command authorization · Rental car requires SATO endorsement for reimbursement and approval · DD Form 1351-3 not signed for actual expense · Missing separation travel order · Missing separation travel allowance election · Distance of travel exceeds authorized distance for separation · Missing retirement travel order · Missing retirement home of selection certificate · Missing extension approval for late retirement <p>Other (Use narrative remarks to specify reason for return)</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
EXAMINER	5.4.9.6	Make corrections and return to Auditor	<p>Examiner makes corrections and returns request to Auditor.</p> <p>Examiner makes corrections to travel claim settlement 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 settlement request(s) as required by performing appropriate actions detailed in Step 4.</p> <p>After the corrections are made, the Voucher Examiner must again release the block to the Auditor for further processing.</p> <p>Go to 5.4.1</p> <p>Note: Once all of the travel settlement 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 claim settlement request	<p>Examiner/Auditor makes corrections to travel claim settlement request and then releases block back to the disbursing clerk.</p> <p>Examiner/Auditor makes corrections to travel settlement 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>Go to 5.5.1</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	<p>Examiner closes eCRM case.</p> <p>Examiner logs into eCRM, identifies dispatched eCRM Travel Claim Settlement transactions from the current days download, informs CPPA claim paid by posting remark on the eCRM case, and changes status to "complete".</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	5	Audit Travel Claim Settlement Request	<p>Audit Travel Claim Settlement Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel claim settlement 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"> · After a settlement 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. · 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. · 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. · 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.
	5.1	Login to IATS in the Auditor View mode or change the View to Auditor, if necessary	<p>Auditor logs in to IATS in the Auditor View mode or changes the View to Auditor, if necessary.</p> <p>Refer to Step 4.1, as required.</p>
	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"> · At the Auditor View screen, click on the Grab Blocks button and the Block Selection screen appears. · Select a block by double clicking on the desired block or by clicking on the block once and then clicking the OK button. <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"> · 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.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	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> <ul style="list-style-type: none"> · Method 1: Double click on the desired request. · Method 2: Click on the request once and then click the View/Audit button.
	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 settlement 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 settlement.</p>
	5.4.1	Conduct audit of PCS Travel Claim Settlement requests	<p>Auditor conducts audit of PCS Travel Claim Settlement requests.</p> <p>Complete the following steps to "audit" previously entered settlement requests by viewing the input screens:</p> <ul style="list-style-type: none"> · Once a request from the block is selected for audit. The Request for Settlement Against an Order screen will appear. · View all the input screens and verify data entries against the source documentation in the eCRM travel claim settlement request. These are the seven tabs that have to be viewed in their entirety: <ul style="list-style-type: none"> o Remit To o Advance/Accrual o Entitlements (What's Authorized) o Calculations o Financial o Remarks o Workflow · Make notes of any errors during the review of the entire settlement. <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 claim settlement 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 claim settlement 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 Settlement Against an Order screen. IATS returns to the Request Selection screen.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	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 Settlement once the audit is complete.</p> <p>Complete the following steps to "view" a travel account:</p> <ul style="list-style-type: none"> · At the Auditor View screen, click on the Tools menu. A drop-down list of options appears. · Click on the Traveler Profile option and the Traveler Selection screen appears. · 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. · View Traveler account screen tabs as appropriate and make any necessary correction annotations as required. · When finished viewing the travel account, click on the OK or Cancel button.
	5.4.3	View Daily Calculations information to identify any travel settlement computational errors	<p>Auditor views Daily Calculations information to identify any travel settlement computational errors.</p> <p>Complete the following steps to "display" the daily calculations:</p> <ul style="list-style-type: none"> · Click on the Entitlements tab at the Request for Settlement screen. · At the Entitlements tab, click on the entitlement or expense you wish to display the daily calculations for. · When the entitlement or expense is highlighted, click on the Daily Calcs button. The Daily Calculations screen appears. <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 settlement request will have to be re-audited in its entirety.</p>
	5.4.5	Do additional PCS travel claim settlement requests within the block require audit?	<p>Do additional PCS travel claim settlement requests within the block require audit?</p> <p>If Yes, go to 5.3 If No, go to 5.4.6</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, go to 5.4.7 If No, go to 5.4.9</p>

AUDITOR CONTINUED

 **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	5.4.7	Return block to Examiner for correction	<p>Auditor returns block to Examiner of correction.</p> <p>After auditing all the settlement 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">· 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.· At the Confirmation Password screen, type the confirmation password at the Enter Password field and click the OK button. The Return Message screen appears.· 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.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	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, go to 5.4.9.1 If No, go to 5.4.10</p> <p>The following is a list of IATS Reason Codes for returning a request:</p> <ul style="list-style-type: none"> · Mode of travel not consistent with orders · DD Form 1351-2 not signed · Missing AO verification/approval · Approving Officer signature required · Incomplete or improperly completed itinerary · Block 16 of DD Form 1351-2 does not reflect own/operate or passengers · Complete highlighted blocks of DD 1351-2 · Block 6 of DD Form 1351-2 (address) traveler's not commands · SSN on orders and DD 1351-2 do not match · TLE form required · EFT information required · Missing travel orders · Additional pages (beyond first page) of orders missing · Travel orders already liquidated/duplicate claim · Missing detaching/reporting endorsements · <u>Local travel requires a OF 1164 vice a DD 1351-2</u> · Missing certificate of non-availability · Need to obtain CBQ memo of non-occupancy of government quarters · Missing lodging receipts or explanation for missing receipts · Original lodging receipts (or faxed receipts from hotel) required · Receipts required for reimbursement over \$75.00 · Missing valid receipts for reimbursables or explanation for missing receipts · Official telephone charges must be authorized · Specify whether meals were included in registration/conference fees · Incorrect name on voucher · Incorrect fund site · Incorrect document number/Standard Document Number not complete · Incorrect itinerary · Date(s) of travel incorrect · Orders reflect erroneous or no accounting data · Full reimbursement for commercial air must be substantiated · Rental car requires command authorization · Rental car requires SATO endorsement for reimbursement and approval · DD Form 1351-3 not signed for actual expense · Missing separation travel order · Missing separation travel allowance election · Distance of travel exceeds authorized distance for separation · Missing retirement travel order · Missing retirement home of selection certificate · Missing extension approval for late retirement <p>Other (Use narrative remarks to specify reason for return)</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	5.4.9.1	Do request(s) within the audited block need to be returned to Examiner or traveler?	Do request(s) within the audited block need to be returned to Examiner or traveler? If Traveler, go to 5.4.9.2 If Examiner, go to 5.4.9.4
	5.4.9.2	Return Request to a Traveler	Auditor returns Request to a Traveler. 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. Complete the following steps to "return" a request to the Traveler: <ol style="list-style-type: none"> 1. If it is determined that the request must be returned to the Traveler, click on the Return Request button. A sub-menu appears. 2. Click on the Return Request to Traveler option. The Return Voucher screen appears. 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. 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. 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. 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. 7. Remarks: Click in this field and type a remark if desired. 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. 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.
	5.4.9.3	Notify CPPA via eCRM	Auditor notifies CPPA via eCRM. Notify CPPA via eCRM as necessary for additional documentation required to support claim processing. When CPPA returns documentation, continue audit. Go to 5.4.1

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">AUDITOR</p>	<p align="center">5.4.9.4</p>	<p align="center">Return request to the Examiner</p>	<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"> 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. 2. Click on the Return Request to Auditor/Examiner option. The Return Request screen appears. 3. Assign to: Click in the circle next to Examiner. 4. At the Find field, you can type the number of the block you wish to transfer a claim from and then press Enter. 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. 6. Enter confirmation password: After making your required selections. Click in the Enter confirmation password field and type your confirmation password. 7. Click on the Return button. 8. IATS returns the request, and the Request Selection screen appears allowing you to return another request or continue auditing the block. 9. 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 align="center">5.4.9.5</p>	<p align="center">Enter Auditor Remarks/Comments</p>	<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"> 1. When performing an audit, you will see an Auditor Remark button on the Request for Settlement or Advance screen. 2. Click on the Auditor Remark button. The Reasons For Auditor Return screen will appear. 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. 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. 5. Auditor Comments: Click in this field and type a remark if desired. <p>Click on the Save Reasons Now button when you are finished.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
AUDITOR	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: 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"> · When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear. · At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. · 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. <p>Note: It's a good business practice to always print the block ticket to use as a cover sheet. Settlement 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>
	5.5.5	Make corrections to travel claim settlement request	<p>Examiner/Auditor makes corrections to travel claim settlement request and then releases block back to the disbursing clerk.</p> <p>Examiner/Auditor makes corrections to travel settlement 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>Go to 5.5.1</p>

DISBURSING CLERK START

← **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">DISBURSING CLERK</p>	5	Audit Travel Claim Settlement Request	<p>Audit Travel Claim Settlement Request</p> <p>Note: Current NPPSC policy requires 100% audit and certification so the entire block of PCS travel claim settlement 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"> · After a settlement 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. · 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. · 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. · 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.
	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 settlement 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 settlement.</p>
	5.4.11	Does the same individual have Auditor and Disbursing Clerk role assignment?	<p>Does the same individual have Auditor and Disbursing Clerk role assignment?</p> <p>If Yes, go to 5.6</p> <p>If No, go to 5.5</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>

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DISBURSING CLERK CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
DISBURSING CLERK	5.5.1	View blocks	<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"> · 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. · At the Request Selection screen, all requests assigned to the block are listed. · If finished reviewing the block, click the Done button. <p>Tip: The user may also view the input screens for the requests if desired.</p>
	5.5.2	View requests	<p>Disbursing Clerk views requests</p> <p>Complete the following steps to "view" a request:</p> <ul style="list-style-type: none"> · At the Request Selection screen, select a request through one of the following methods: <ul style="list-style-type: none"> o Method 1: Double click on the desired request. o Method 2: Click on the request once and then click the View/Modify button. · After selecting a request using one of the methods listed above, the Request for Settlement Against an Order screen appears. · At this screen, click on the appropriate tab to view the necessary input screen. <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"> · When finished viewing the desired input screens, click on the OK button at the Request for Settlement Against an Order screen. IATS returns to the Request Selection screen. · Click the Done button to return to the Disbursing View screen if finished viewing the block.
	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, go to 5.5.4 No, go to 5.6</p>

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DISBURSING CLERK CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
DISBURSING CLERK CONTINUED	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 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"> · 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". · After selecting a block, click on the File menu and then click on the Return Block(s) option. The Confirmation Password screen appears. · Type the confirmation password at the Enter Password field and then click the OK button. The Return Message screen appears. · 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. · 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. <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	<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 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"> · At the Disbursing View screen, click on the Send to Disbursing tab. All blocks in the status "Awaiting Release" will be listed. · Click on the listed block that you wish to release. <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"> · When the desired block(s) selection is complete, click on the Release Block(s) button. The Confirmation Password screen will appear. · At the Confirmation Password screen, type your confirmation password at the Enter Password field and then click the OK button or press Enter. <p>Once entered, the block(s) will be released to the "Uploading to Disbursing" file.</p>

STOP

SYSTEM ADMINISTRATOR START

← **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SYSTEM ADMINISTRATOR	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 complete block field file designations for upload	<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 & 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 (#####).tvl file to be transmitted, i.e., 43339126.tvl (UIC and batch#.tvl).</p>
	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>

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SYSTEM ADMINISTRATOR CONTINUED

← **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SYSTEM ADMINISTRATOR	6.5	Receive acknowledgement file has been created for upload	<p>System Administrator receives acknowledgement file has been created for upload.</p> <p>Per PPIB 16-09 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 PPIB 16-09 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 creates your #####XXX.tvl file to be transmitted (##### = UIC and XXX = batch number; ".TVL" is the file extension).</p>
	6.6	Sign into SFTP and transfer 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 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>
7.1	Log into SFTP secure server	System Administrator logs into SFTP secure server.	

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SYSTEM ADMINISTRATOR CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SYSTEM ADMINISTRATOR	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"> · Open the NOC folder (DFAS folders) on the right-hand side of the screen. · Locate the EFT Error File for the Travel Office UIC, if any were generated from previous uploads (XXXXX.Y.NOC). · Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.
	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> <ul style="list-style-type: none"> · 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. · Scroll to UIC and locate the XXXXX.305 file (Vouchers Disbursed Vouchers Rejected file) within the NOT folder. · Click on the appropriate UIC.305 file. · Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.
	7.4	Do NOC or 305 files require further processing?	<p>Do NOC or 305 files require further processing?</p> <p>If Yes, go to 7.5 If No, go to 7.9</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, go to 7.6 If No, go to 7.7</p>
	7.6	Process reject transaction(s)	<p>System Administrator processes reject transaction(s)</p>
	7.7	Did NOC file identify any EFT corrections for processing?	<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, go to 7.8 If No, go to 7.9</p>

SYSTEM ADMINISTRATOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SYSTEM ADMINISTRATOR	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, go to 7.8.3 If No, go to 7.8.5
	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"> · Attention: DFAS Technician responsible to process the reissue · Member's Name · Member's SSN · Date of Payment (date of upload) · Amount of Payment · Correct Account Number · Correct Routing Number · Correct Account Type (Checking of Savings) · Requestor's Name (Navy Travel representative requesting the reissue) · Requester's POC Phone/Email · Date of Request
	7.8.4	Save and E-mail Reissue Request form to DFAS technician	System Administrator saves and E-mails Reissue Request form to DFAS technician. System Administrator verifies transaction is properly disbursed in future ADS download. Also prints Reissue Request form and e-mail to DFAS technician for Retain file.
	7.8.5	Process corrections to both undelivered and delivered EFT transaction(s) in IATS, as required	System Administrator processes corrections to both undelivered and delivered EFT transaction(s) in IATS, as required. Within System Administrator View: <ul style="list-style-type: none"> · Select Tools · Select Traveler Profile · Select Traveler Account (Enter SSN) · Make corrections, as required based upon source documentation

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SYSTEM ADMINISTRATOR	7.9	Download ADS transaction file(s) from ADS	<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 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"> · 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. · Scroll to UIC and locate the download file(s) (UIC.Batch#.NOT) within the NOT folder. · Click on the desired download file(s). · Move file(s) from right side (V:\ drive) to left side (C:\ drive) of the window.
	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"> · 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. · Click on the Download Transactions from Disbursing System option. The Download from ADS screen appears. <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> <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"> · Block Processing · View Blocks · Completed Blocks · Select Block Ticket Numbers to be printed · Print with Vouchers and Collection Letters from previous day upload <p>Note: Select option to exclude SSN to protect PII.</p> <p>If required, refer to MILPAY Debt Collection/Debt Management SOP at: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>

SYSTEM ADMINISTRATOR CONTINUED

← **BACK**

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">SYSTEM ADMINISTRATOR</p>	<p align="center">7.12</p>	<p align="center">Assemble documentation and compile Retain File</p>	<p>System Administrator assembles documentation and compiles Retain File</p> <p>Per PPIB 16-09 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 PPIB 16-09 for details, if required.</p> <p>Important Update: Transaction Service Centers (TSCs)/TPC are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p> <p>Retain file may include the following documentation, as applicable:</p> <ul style="list-style-type: none"> · DD 1351-2 (Travel Voucher) with all required signatures (PCS = Mbr + Reviewing Official + AO). · PCS Orders (originals + all modifications) with endorsements. · Completed NPPSC 1300/2 Permanent Change Station (PCS) Traveler Checklist (optional, only if submitted with the claim). · All relevant supporting documentation (e.g., receipts, required forms, etc.) to substantiate the payment made to the member. · WinIATS Travel Voucher Summary (the settlement voucher from WINIATS showing the DOV and payment date). Currently Printed in Step 7.11 of the SOP. · 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 Step 6.5 of the SOP. · 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 Step 6.9 of the SOP. · DD 577 for the Certifying Official (the person who certified the batch file in RCOL), only if required.

STOP

CERTIFYING OFFICER START

← BACK

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CERTIFYING OFFICER	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 upon to make a certification and the information must be available for ten years.</p> <p>Per PPIB 16-09 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 PPIB 16-09 for details, if required.</p> <p>Note: For purposes of this SOP System Administrators officially designated on DD577 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> <p>Then click on "NAVY - INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS)" link</p>
	6.9.2	Select batch file for certification	<p>Certifying Officer selects batch file for certification.</p> <p>On the next screen:</p> <ul style="list-style-type: none"> · Enter "Unit Identification Code" (e.g.,43322) · Enter "Batch Submission Number" (e.g., 560 - Batch number used in IATS) · Enter "Batch Submission Julian Date" (e.g., 032 - Julian date of release in IATS) <p>Then click on "Submit" button</p>

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
<p align="center">CERTIFYING OFFICER</p>	<p align="center">6.9.3</p>	<p align="center">Certify batch or individual files for payment</p>	<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> <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 PPIB 16-09 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 PPIB 16-09 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> <p>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</p> <ul style="list-style-type: none"> · 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". · 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. · 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 email 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. · DFAS-CL will only release files that have been properly certified.