



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 007-20

Procedure Update: Updated NPPSC 1300/2, 1300/3, and 1300/4 Forms.

Release Date: 2/25/2020

Effective Date: 2/25/2020

BLUF: NPPSC Forms 1300/2, 1300/3, and 1300/4 forms have been updated.

Discussion:

NPPSC 1300/2 - Traveler Checklist is not a required retain document by travel processing centers, but continue encouraging CPPA's to utilize checklist when processing travel claims.

NPPSC 1300/3 - Transfer Checklist has been updated to reflect current systems and processes for transfers.

NPPSC 1300/4 - Receipts Checklist has been updated to reflect current systems and processes for receipts.

What this means to you:

Disseminate to all commands under your ADSN.

Forms can be found at: <https://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx>

POC: NPPSC Global OPS
personnel_nppsc.fct@navy.mil

APPROVED FOR PUBLIC RELEASE: DISTRIBUTION UNLIMITED