



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 014-20

Procedure Update: ADVANCES FOR EVACUATIONS
Release Date: 04/09/2020 Effective Date: IMMEDIATELY

BLUF: NPPSC 1300/1 (Rev. 08/19) is the only form authorized for use in requesting advances. This OPS Alert is to provide guidance on what should be filled out for military and civilians requesting advances.

DISCUSSION: NPPSC 1300/1 Application for Transfer and Advances will be used to request advances for evacuations. The following blocks should be filled out when requesting an advance:

- Blocks 1-4
- Blocks 14-21
- Block 25
- Block 28
- Block 29-31

Submit NPPSC 1300/1 to Travel Processing Center submission box along with the following Key Supporting Documents:

- Evacuation Orders
- Lodging Confirmation Receipt w/daily lodging cost

WHAT THIS MEANS TO YOU:

- Continue to use naming conventions for TOPS for faster processing
Example: Last Name, First Name, DODID, EVAC Travel Advance
- Disseminate to all commands under ADSN

POC:

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