



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 029-20

System Update: **TRAVEL ADVANCE AND ADVANCE PER DIEM**

Release Date: 6/05/2020 Effective Date: 06/05/20

BLUF: To ensure the processing of Travel Advance and Advance Per Diem requests in a timely manner.

DISCUSSION: To promote the timely processing of Travel Advance and Advance Per Diem Requests, NPPSC reminds customers to submit TOPS transactions with the required Key Supporting Documents (KSDs).

1. To ensure we are processing Travel Advance and Advance Per Diem Requests in a timely manner, CPPAs must submit Travel Advance requests completely and accurately. Below are actions CPPAs can take to prevent delays in the timely processing of Travel Advance Requests.
 - a. Submit minimal attachments in TOPS. (2 max)
 - b. Submit all required KSD's in regards to the Travel Advance. (**DO NOT** submit documents that are not pertaining to the TRAVEL ADVANCE)
 - c. Use DODID as required in the NAMING CONVENTION (Last Name, First Name, DODID, TRANSFER DATE/PER DIEM) as applicable.
 - d. Provide full SSN on NPPSC 1300/1
 - e. Submit request 60 days in advance. Early submission helps to avoid delayed payments.
 - f. Include TDY dates on NPPSC 1300/1.
 - g. Documents must be legible (TYPED IF POSSIBLE).

WHAT THIS MEANS TO YOU:

Verify the following KSD's are submitted with request:

- Request Form NPSSC 1300/1 (Rev. 04-2020)
- PCS Orders and Order Modifications
- Certificate of Non-Availability (CNA) (if commercial lodging is requested)
- Lodging Reservation with daily lodging cost/Other reimbursable receipts
- SATO endorsement (if traveling from OCONUS), or rental car reimbursement is requested

This OPS Alert will ensure Sailors are paid entitlements before the transfer date.

Disseminate to your CPPA's in your AOR.

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