



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 009-21

**ADVISORY: WINDOWS INTEGRATED AUTOMATED TRAVEL SYSTEM (WINIATS)
GOVERNMENT TRAVEL CARD AUTOMATIC PAYMENT ISSUE**

Release Date: 02/26/2021 Effective Date: IMMEDIATELY

BLUF: Windows Integrated Automated Travel System (WINIATS) is a travel system used to process Permanent Change of Station travel claims. WINIATS is currently experiencing an issue affecting the automatic payment to Government Travel Card balance.

DISCUSSION: After a recent upgrade to WINIATS a technical error was discovered. This issue is preventing the travel office from entering a Split Pay amount indicated by the Sailor on the 1351-2. This issue will not allow the automatic payment to the Government Travel Card. The Sailor will be required to make Government Travel Card payment after receiving travel funds.

WHAT THIS MEANS TO YOU:

- + **Government Travel Charge Card Holder (GTCCH)** – After receiving travel payment Sailors will need to check Government Travel Card balance and make a payment to clear amount owed.
- + Payments can be made by calling 1-800-200-7056 or by going to:
 - o <https://home.cards.citidirect.com/CommercialCard/login>
- + **Ensure all policies and procedures set forth in SOP's, NAVADMINs, and instructions.**
- + **All OPS ALERTS and CPPA RESOURCES can be found on the following:**
 - o <https://mpte.navy.deps.mil/sites/npc/pers2/NPPSC/SitePages/Home.aspx>
 - o <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPA-Resources>

*****DISSEMINATE TO ALL TENANT COMMANDS AND CPPA'S UNDER YOUR AOR*****

POC:

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