



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 001-23

PROCEDURE UPDATE: MANDATORY USE OF MYPCS TRAVEL VOUCHER

Release Date: 1/6/2023

Effective Date: 1/6/2023

BLUF: Travel claims submitted outside MyPCS Travel Voucher (enterprise Customer Relationship Management (eCRM) and Salesforce) that do not meet exemptions per NAVADMIN 129/22 or this Ops Alert will be returned without action.

DISCUSSION: NAVADMIN 129/22 directed mandatory use of MyPCS Travel Voucher for submission of travel vouchers effective 1 July 2022 by all Active Duty and Training and Administration of the Reserve Sailors, with limited exceptions listed in paragraph 10c. NAVADMIN 129/22 also directed Selected Reserve Sailors executing Active Duty for Operational Support (ADOS) and Recall orders to use MyPCS Travel Voucher to submit travel vouchers.

METHODS FOR TRAVEL VOUCHER SUBMISSION: Primary method of submitting travel claims is the [MyPCS Travel Voucher Website](#). Exemptions from MyPCS Travel Voucher use are:

- Personnel attached to CVN, AS, and LCC
- Reserve Sailors requiring partial travel claim liquidation (Extended TEMADD/TDY for Reserve Mobilization/Demobilization Only)
- Evacuation Claims
- Individual Augmentee (IA) claims
- Department of Defense (DoD) Civilian personnel or Contractors
- Final Travel Claim following Discharge, Separation, or Retirement

For exempt submissions, [travel claim case routing guidance](#) is available on the [MyNavy HR CPPA Resources website](#).

Effective immediately, travel claims submitted outside MyPCS Travel Voucher not in concurrence with the above requirements will be closed with the following comment:
“Closed with no action. Only the exceptions listed in NAVADMIN 129/22 and **OPS Alert 001-23** are authorized to submit via eCRM. Please resubmit using MyPCS Travel Voucher.”

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs** – Ensure Service Members utilize MyPCS Travel Voucher as the primary method of travel claim submission unless exempted.
- ✚ **OPS ALERTS and CPPA RESOURCES can be found on:**
 - https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx
 - <https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/CPA-Resources>

***** REGIONAL SUPPORT CENTERS: DISSEMINATE TO COMMANDS AND CPPAS IN YOUR AOR *****

***** PASS THE WORD *****

POC:
NPPSC N3 GLOBAL OPERATIONS
personnel_nppsc.fct@navy.mil