



NAVY PAY AND PERSONNEL SUPPORT CENTER OPS ALERT

Ser N3: 016-24

PROCEDURE UPDATE: UPDATE TO OPS ALERT 044-19 – REMOVAL OF DD 577 REQUIREMENT FOR PCS TRAVEL CLAIM SUBMISSION

Release Date: 05/30/2024 Effective Date: Immediately

BLUE: Effective immediately, Command Pay and Personnel Administrators (CPPA) are not required to be designated as Approving Officials (AO) on the DD Form 577 for Permanent Change of Station (PCS) Travel Claims (DD 1351-2) submitted to Travel Processing Center (TPC) Memphis. The DD 577 requirement remains for Service Members performing duties as AOs in Defense Travel System (DTS) for Temporary Duty (TDY) vouchers. Other (non-PCS travel claim) DD 577 requirements remain unchanged (i.e., MILPAY cases).

DISCUSSION: CPPAs are no longer required to be designated as AOs on a DD 577 to sign PCS Travel Claims submitted to TPC Memphis. CPPAs are still required to sign as Reviewer on DD 1351-2. Additionally, the DD 577 is no longer a required KSD for PCS Travel Claim submissions to TPC Memphis. This Ops Alert changes Ops Alert 044-19 only in regards to PCS Travel Claims submitted to TPC.

Commands are responsible for ensuring CPPAs are trained and comply with regulations and guidance pertaining to PCS Travel Advance and Travel Claim submission procedures.

CPPAs are still required to maintain DD 577s for all other MILPAY cases per OPS Alert 044-19.

****CPPA Level III always requires designation by proper authority on a DD 577.****

****This does not apply to CPPAs processing TDY vouchers in DTS. Personnel with AO access in DTS are required to be designated by proper authority on a DD 577.****

WHAT THIS MEANS TO YOU:

- ✚ **CPPAs** – Not required to maintain/submit DD 577 for PCS Travel Claims to TPC Memphis. All other PCS Travel KSDs still apply. CPPAs are still required to sign as Reviewer on DD1351-2.
- ✚ **CPPAs:** Find your Regional Support Center (RSC) contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#). Find RSC Training Schedules and additional info the [RSC SharePoint Pages](#).
- ✚ OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#) (navigate to CPPA Resources > eCRM Library).

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

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