



NAVY PAY AND PERSONNEL SUPPORT CENTER

OPS ALERT

Ser: 001-26

PROCEDURE UPDATE: MANDATORY USE OF DD FORM 1351-2 (REV NOV 2025) FOR TRAVEL CLAIM SUBMISSIONS

Release Date: 1/20/2026 Effective Date: 3/1/2026

BLUF: Effective March 1, 2026, only the November 2025 revision of the DD Form 1351-2 (Travel Voucher or Subvoucher) will be accepted for processing. To prevent payment delays, please ensure all future submissions use this updated form. Any submissions using outdated versions after this date will be returned by TPC Memphis to the Command Pay and Personnel Administrator (CPPA) for correction.

DISCUSSION: To ensure timely processing, CPPAs and commands must use the new DD Form 1351-2 (Rev. Nov 2025) for all submissions starting March 1, 2026. The previous version (Rev. May 2011) will only be accepted by TPC Memphis through February 28, 2026. Please see link below for updated form:

<https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd1351-2.pdf>

WHAT THIS MEANS TO YOU:

- CPPAs and commands are responsible for utilizing the most up to date DD Form 1351-2 Travel Voucher or Subvoucher (Rev. Nov 2025) for eCRM submission and TPC Memphis processing.
- OPS ALERTS, PERSPAY SOPs, eCRM Case Routing Guidance ([eCRM Library](#)) and CPPA Resources can be found on the [MyNavy HR CPPA Resources Page](#).

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POC:

Refer to your RSC for questions.

Find your RSC contact information on the [MyNavy HR CPPA Resources Page > RSC Contacts](#).