MyPCS Improvement/Pay It Forward (PiF)

• Your CPPA responsibilities have not been increased!
• Your coordination with the command APC is essential.
• NAVADMINs 183/19 and 184/19 identify the improvements to the PCS program.
• Tools/Resources are:
  • The updated NPPSC Form 1300/1 (CPPA Resources page within the NPC web site at [https://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx](https://www.public.navy.mil/bupers-npc/reference/forms/Pages/NPPSCForms.aspx))
  • MyPCS Travel Entitlements calculator (MyNavyPortal and the CPPA Resources page within the NPC web site at [https://www.mnp.navy.mil/group/assignment-leave-travel/mypcs](https://www.mnp.navy.mil/group/assignment-leave-travel/mypcs))
  • MNCC Project Lead (Mr. Tony Tate, anthony.r.tate1@navy.mil, (901)874-2375/DSN 882-2375)
Key Points (continued)

DOES APPLY to Sailors in the following situations:

• Active Duty Component Navy PCS travelers
• Executing a PCS move CONUS to CONUS
• Instruction enroute less than 30 days

DOES NOT APPLY to Sailors in the following situations:

• Accession, separation, or retirement travel
• Civilian personnel
• SELRES personnel
• IMA
• IRR Navy
• Pursuant to a DITY move
• Requiring commercial airfare (this remains a NAVPTO function)
• Already requested a travel advance.
Key Points

- This is an **option** to help Sailors reduce out of pocket expenses during PCS moves and ultimately improve customer service.
- Provides **immediate access** to travel entitlements.
- To be used for **all PCS official travel related expenses** to include dependent travel expenses.
- As the CPPA, you **need to be aware** of the following:
  - Your involvement begins with the Sailor receiving PCS orders.
  - You must conduct an initial PCS interview following the steps within the Transfers SOP.
  - During the interview, the PCS Application for Transfer and Advances (NPPSC Form 1300/1) shall be initiated.
  - Completion of the MyPCS Travel Entitlements calculator is necessary for the Sailor to understand there is a limit to the charges made during the PCS.
- The following slides are “use case scenarios” to help better understand the implications of this updated process.
USE CASE SCENARIO #1
E5 SINGLE SAILOR
MODE OF TRAVEL IS POV
TRANSFER FROM SAN DIEGO TO NORFOLK/NO TDI ENROUTE

ORDERS RECEIPT
- MEMBER RECEIVES ORDERS; SCHEDULES TRANSFER INTERVIEW WITH CPPA AND APC

10 DAYS PRIOR TO DETACHING
APC INTERVIEW
- MEMBER MEETS WITH COMMAND APC TO VERIFY CARD IS ACTIVE, CARD IS IN A MISSION CRITICAL STATUS, MERCHANT CODES ARE ACTIVE AND REQUEST A CREDIT LIMIT INCREASE IF APPLICABLE

TRAVEL ENROUTE
- MEMBER MAKES MULTIPLE STOPS AND PROCURES LODGING EACH STOP
- MBR USES GTCC FOR LODGING, MEALS, FUEL, 1ST MONTHS RENT AND DEPOSIT ON HOUSING AT NEW DUTY STATION

POST CHECK-IN
APC INTERVIEW
- MEMBER CHECKS IN WITH APC TO HAVE GTCC ACCOUNT TRANSFERRED TO CURRENT COMMAND

CPPA TRANSFER INTERVIEW
- MEMBER MEETS WITH CPPA AND COMPLETES NPPSC FORM 1300/1 AND PCS ENTITLEMENTS CALCULATOR
- MEMBER ELECTS TO USE GTCC FOR PCS
- MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS
- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

DAY OF DETACH

ARRIVES AT ULTIMATE DUTY STATION
CPPA CHECK-IN INTERVIEW
- MEMBER MEETS WITH CPPA TO FILE TRAVEL CLAIM WITHIN 5 DAYS OF REPORTING

END PROCESS
- TRAVEL CLAIM LIQUIDATED AND GTCC BILL PAID IN FULL

NOTES: Member authorized 8 days travel (2703 total miles / 350 miles per day)
FLAT PER DIEM: $1192 ($149.00 per day)
DLA: $1583.92 (Determined by rank and dependent status)
MALT(MILEAGE): 540.60 (.20 cents per mile of authorized travel)
USE CASE SCENARIO #2
03/LT - MARRIED W/ 3 DEPENDENTS
MODE OF TRAVEL IS POV (2)
TRANSFER FROM WHIDBEY ISLAND TO SAN DIEGO/NO TDI ENROUTE

ORDERS RECEIPT
- MEMBER RECEIVES ORDERS; SCHEDULES TRANSFER INTERVIEW WITH CPPA AND APC

10 DAYS PRIOR TO DETACHING
- MEMBER MEETS WITH COMMAND APC TO VERIFY CARD IS ACTIVE, CARD IS IN A MISSION CRITICAL STATUS, MERCHANT CODES ARE ACTIVE AND REQUEST A CREDIT LIMIT INCREASE IF APPLICABLE
APC INTERVIEW

CPPA TRANSFER INTERVIEW
- MEMBER MEETS WITH CPPA AND COMPLETES NPPSC FORM 1300/1 AND PCS ENTITLEMENTS CALCULATOR
- MEMBER ELECTS TO USE GTCC FOR PCS
- MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS
- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

DAY OF DETACH

NOTES: Member authorized 4 days travel (1289 total miles / 350 miles per day)
FLAT PER DIEM: $1937 (Spouse, one DEPN over age 12, one DEPN under age 12) ($149 per day for MBR & Spouse; $111 for DEPN over 12; $74.50 for DEPN under 12)
DLA: $3104.95 (Determined by rank and dependent status)
MALT: $515.60 (2 POV’s) (Member and Dependents) (.20 cents per mile of authorized travel per POV)
If dependents are not traveling w/member, dependents are NOT AUTHORIZED use of GTCC.

TRAVEL ENROUTE
- MEMBER AND DEPENDENTS MAKE MULTIPLE STOPS AND PROCURES LODGING EACH STOP
- MBR USES GTCC FOR LODGING, MEALS, FUEL(Both POVs), 1ST MONTHS RENT AND DEPOSIT ON HOUSING AT NEW DUTY STATION

POST CHECK-IN
- MEMBER CHECKS IN WITH APC TO HAVE GTCC ACCOUNT TRANSFERRED TO CURRENT COMMAND
APC INTERVIEW

ARRIVES AT ULTIMATE DUTY STATION
- MEMBER MEETS WITH CPPA TO FILE TRAVEL CLAIM WITHIN 5 DAYS OF REPORTING
CPPA CHECK-IN INTERVIEW

END PROCESS
- TRAVEL CLAIM LIQUIDATED AND GTCC BILL PAID IN FULL

CPPA TRANSFER INTERVIEW
- MEMBER MEETS WITH CPPA AND APC TO HAVE GTCC ACCOUNT TRANSFERRED TO CURRENT COMMAND

CPPA INTERVIEW
- MEMBER MEETS WITH CPPA AND APC TO VERIFY CARD IS ACTIVE, CARD IS IN A MISSION CRITICAL STATUS, MERCHANT CODES ARE ACTIVE AND REQUEST A CREDIT LIMIT INCREASE IF APPLICABLE

CPPA INTERVIEW
- MEMBER MEETS WITH CPPA AND APC TO HAVE GTCC ACCOUNT TRANSFERRED TO CURRENT COMMAND
USE CASE SCENARIO #3
MEMBER ELECTS TRAVEL ADVANCE, E5 SINGLE SAILOR
MODE OF TRAVEL IS POV
TRANSFER FROM SAN DIEGO TO NORFOLK/NO TDI ENROUTE

ORDERS RECEIPT
- MEMBER RECEIVES ORDERS; Schedules TRANSFER INTERVIEW WITH CPPA

10 DAYS PRIOR TO DETACHING
- MEMBER RECEIVES TRAVEL ADVANCE (80%) OF TOTAL ENTITLEMENTS

TRAVEL ENROUTE
- MEMBER MAKES MULTIPLE STOPS AND PROCURES LODGING EACH STOP
- MEMBER USES TRAVEL ADV FOR LODGING, MEALS, AND FUEL

END PROCESS
- TRAVEL CLAIM LIQUIDATED AND MEMBER RECEIVES REMAINING BALANCE OF AUTHORIZED ENTITLEMENTS

CPPA TRANSFER INTERVIEW
- MEMBER MEETS WITH CPPA AND COMPLETES NPPSC FORM 1300/1 AND PCS ENTITLEMENTS CALCULATOR
- MEMBER DECLINES GTCC OPTION AND ELECTS TRAVEL ADVANCE
- MEMBER IS EDUCATED AND GUIDED THROUGH ENTITLEMENTS
- MEMBER PROVIDED WITH ENTITLEMENTS ESTIMATE USING PCS ENTITLEMENTS CALCULATOR

DAY OF DETACH

ARRIVES AT ULTIMATE DUTY STATION
CPPA CHECK-IN INTERVIEW
- MEMBER MEETS WITH CPPA TO FILE TRAVEL CLAIM WITHIN 5 DAYS OF REPORTING

NOTES: Member authorized 8 days travel (2703 total miles / 350 miles per day)
FLAT PER DIEM: $1192 ($149.00 per day)
DLA: $1583.92 (Determined by rank and dependent status)
MALT (MILEAGE): $40.60 (.20 cents per mile of authorized travel)
Member will receive 80% of travel entitlements in advance and the remaining entitlement (~20%) when travel claim is liquidated
USE CASE SCENARIO #4
AGENCY PROGRAM COORDINATOR (APC)/COMMAND PAY & PERSONNEL ADMINISTRATOR (CPPA)

ORDERS RECEIPT
- Member receives orders; schedules transfer interview with CPPA and APC

CURRENT APC TRANSFER INTERVIEW
- Assists member in applying for GTCC if not card holder
- Counsels member on GTCC usage

CURRENT CPPA TRANSFER INTERVIEW
- CPPA assists member in completing NPPSC Form 1300/1
- CPPA educates and guides member through PCS entitlements
- CPPA verifies member’s election of GTCC use for PCS on NPPSC Form 1300/1
  - CPPA provides member entitlements estimate using PCS entitlements calculator

GAINING CPPA REPORTING INTERVIEW
- CPPA assists member in filing travel claim within 5 days of reporting
  - CPPA submits completed travel claim for liquidation

CURRENT APC
30-60 days from members check-in, verify and ensure member’s account is not in mission critical status and no delinquent balance on GTCC

GAINING APC CHECK-IN INTERVIEW
- APC transfers member’s account under the command’s hierarchy

MEMBER REPORTS

CURRENT APC 10 DAYS PRIOR TO MEMBER DETACHING
- APC verifies members GTCC is active, in mission critical status, merchant codes are active and increase credit limit if applicable
  - APC provides member with GTCC PCS brochure and contact info

MEMBER DETACHES
Final Thoughts

As the CPPA, you are the Sailor’s first stop in the transfer process... you help set the tone for this experience!