COMNAVFOR INSTRUCTION 4650.1A CHANGE TRANSMITTAL 1

From: Commander, Navy Reserve Force

Subj: ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVY RESERVE SAILORS

Encl: (1) Revised pages 1-2 to 1-5
     (2) Revised pages 5-8 and 5-9
     (3) Revised page Q-1

1. **Purpose.** To transmit a change to enclosures (1), (2), and (3) which revises the following:
   b. Page 5-8, Paragraph 516: clarifies Inactive Duty for Training Travel scheduling requirements when paired with AT-ADT travel.
   c. Page Q-1, corrects key supporting documentation required for appointment of the NROWS region helpdesk and unit approver user roles.

2. **Action.** Remove pages 1-2 and 1-3 of this basic instruction and replace with enclosure (1). Remove pages 5-8 and 5-9 from this basic instruction and replace with enclosure (2). Remove page Q-1 of this basic instruction and replace with enclosure (3).

3. **Records Management.** Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual M-5210.1, January 2012.

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via COMNAVFOR Web site, [http://www.public.navy.mil/nrh/Pages/instructions.aspx](http://www.public.navy.mil/nrh/Pages/instructions.aspx)
COMNAVRESFOR INSTRUCTION 4650.1A

From: Commander, Navy Reserve Force

Subj: ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVY RESERVE SAILORS

Ref: (a) SECNAVINST 1001.32C
(b) BUPERSINST 1001.39F
(c) DoD Joint Travel Regulations of 1 July 2017
(e) DoD 7000.14 - R Volume 9, Financial Management Regulation: Travel Policy, June 2017
(f) The Navy Defense Travel System Business Rules Version 3.1, January 2017
(g) Defense Travel System Document Processing Manual of 23 June 2017
(h) Defense Travel Administrator's Manual of 13 June 2017
(i) DoD 4500.54-G, Foreign Clearance Guide
(j) OPNAVINST 1001.27
(k) DoD Instruction 1215.06 of 11 March 2014
(l) NAVSUPINST 4650.8

Encl: (1) Order Processing and Transportation Arrangements for Navy Reserve Sailors

1. **Purpose.** To establish policy and outline administrative procedures for processing Annual Training, Active Duty for Training, Inactive Duty Training Travel orders, and related travel arrangements for Selected Reserve (SELRES) personnel per references (a) through (l). This instruction replaces COMNAVRESFORINST 4650.1 and should be read in its entirety.

2. **Cancellation.** COMNAVRESFORINST 4650.1.

3. **Administration and Maintenance.** Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) is responsible for administering and maintaining this instruction. Submit recommended changes with supporting data to COMNAVRESFORCOM (N33) via the chain of command per enclosure (1).

4. **Action.** Addressees shall ensure widest distribution of, and compliance with, the provisions of this instruction. Sections of this instruction are designed to be duplicated and distributed to SELRES for use as guides or checklists in the execution of travel.
5. **Review and Effective Date.** Per OPNAVINST 5215.17A, Commander, Navy Reserve Force will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

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T. W. LUSCHER  
Deputy

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RECOMMENDATION FOR CHANGE

1. To ensure this instruction is responsive to both the dynamics of the Navy Reserve program requirements and the ongoing initiatives to streamline the administrative process, recommendations are encouraged to improve its content. Submit comments/suggestions in the following format.

(Letterhead)

From: (Command requesting change)
To: Commander, Navy Reserve Forces Command N33
Via: (Complete chain of command)

Subj: RECOMMENDATION FOR CHANGE

Ref: (a) COMNAVRESFORINST 4650.1A

1. The following recommendation concerning reference (a) is submitted for consideration.

   a. Description of problem (with page number, if applicable).

   b. Recommendation for change.

   c. Unit identification code.

   d. Command point of contact information.

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CHAPTER 1

ANNUAL TRAINING, ACTIVE DUTY FOR TRAINING, AND INACTIVE DUTY FOR TRAINING TRAVEL POLICY

101. General. AT, ADT, and IDTT policy details are included in references (a) through (c). Additional guidance is provided below.

102. Navy Reserve Activity and Unit Leadership. Where unit COs are listed as having responsibility, unit OIC and those members acting in their place are also responsible. Where NRA COs are listed as having responsibility, COs and OICs of other activities serving equivalent reserve administrative support functions, such as those assigned to the information warfare community, are also responsible.

103. AT. Per reference (a) and (b), SELRES are required to complete AT each FY, as scheduled by the unit CO and per current COMNAVRESFORNOTE 1001.
   
   a. Waivers. Policy is addressed in the annual COMNAVRESFORNOTE 1001.

   b. Substitution. ADT or any other Active Duty periods totaling the current COMNAVRESFORNOTE 1001 requirement will satisfy the AT requirement for a satisfactory year. IDTT by definition is not Active Duty.

   c. Additional or Extended AT. Unit COs are responsible for coordinating with the NROWS FA to ensure all members of their units are offered the required AT entitlement before approving additional or extended AT requests for other personnel.

   d. Scheduling Responsibilities. Unit COs are responsible for scheduling AT for their unit and for advance liaison with all echelons involved with the AT event. The NRA CO shall assist the unit CO as necessary. Individual SELRES are responsible for informing their employers of their AT schedule.

   e. Split/Segmented AT Periods. This subject is addressed in the current COMNAVRESFORNOTE 1001.

104. ADT. ADT is training that is funded by a discretionary account. It is performed voluntarily and is not an entitlement. ADT funds are distributed by supported commands or COMNAVRESFORCOM. All orders will be approved based on available funding and mission priorities.

105. Permanent Change of Station Policy. For PCS orders, the NROWS order request must be a minimum of 140 days to the same geographical location, to include local orders. There is no per diem entitlement for PCS travel; however, there are other entitlements in accordance with chapter 5 of reference (c). Multiple orders or modifications that combine to exceed 140 days in
the same geographical location should not be authorized. All PCS order requests less than 140 days will be disapproved and returned to the requirement generator to make appropriate modifications. There shall be a break of at least 7 calendar days between orders in the same geographic location, to establish two separate orders for entitlement purposes.

**Note 1:** The OSO and/or the NRA FM/FA must ensure that orders are submitted correctly from the start of travel. If the orders period crosses quarters in the FY or crosses the FY and the intent is for the member to remain in the same location for 140 days or more, the funding activity needs to request funding via the NROWS funding chain (FA to FM) to receive additional funds. If the order type is ADT special, the FM needs to coordinate with COMNAVRESFORCOM (N31) for additional funds, including future FY funds if the order request crosses the FY. For ADT school orders, the traveler must coordinate with COMNAVRESFORCOM (N7) (757) 322-6586, if the order requests cross over the FY.

**Note 2:** For PCS orders that are split by funding codes (two sets of orders) to the same geographical location, both sets will be submitted as PCS, even though they are less than 140 days.

106. **AT/ADT Overseas.** Per reference (k), subparagraph 5a of enclosure (3), SELRES must complete basic military training requirements of their military service prior to assignment on land outside the United States, its territories, or possessions.

107. **AT/ADT for SELRES Living in Foreign Nations.** SELRES residing outside of the U.S. and its territories will not perform AT/ADT in CONUS if international travel costs are involved, with the following exceptions:

   a. To attend training that is required for mobilization readiness.

   b. As a key participant in a military exercise.

   c. As authorized by COMNAVRESFORCOM (N33), on a case-by-case basis, upon request of the cognizant OSO.

**Note:** Proper justification for OCONUS travel must be clear in the requirement and NROWS application. Annual AT or ADT as the justification is NOT an acceptable reason for OCONUS to CONUS travel and will be disapproved at COMNAVRESFORCOM (N33) travel authorizations.

108. **Orders for Further Assignment.** When a member is required to perform duty while in an AT/ADT status at a location other than the initial reporting UIC, a complete entry must be annotated specifying the details and location in the FFA section in NROWS. FFAs will not apply when personnel depart PR to duty site and back to PR. FFAs are required for personnel
traveling from PR to duty site, to another duty site, and back to PR. AT/ADT orders should be used when FFA is required. FFA on IDTT will be handled on a case-by-case basis through COMNAVRESFORCOM (N33).

109. **Back-to-Back Orders.** B2B orders (139 Days or Less) consist of two or more separate sets of orders written to be performed consecutively at the same geographical location. The second/remaining set of orders starts immediately at 0001 the day after the first set expires. The OWA will follow instructions in the NROWS user guide and COMNAVRESFORCOM (N33) SOPs regarding B2B orders located online at https://private.navyreserve.navy.mil/cnrfc/N-Codes/N3/Shared%20Documents/N33.aspx. If the member will be on orders greater than 139 days, refer to paragraph 105. B2B orders are required to be submitted through the DTS. Manual SATO orders for B2B orders are no longer authorized.

110. **IDTT General.** IDTT is defined as IDT with associated travel. Authorized IDTT includes both training and operational support missions. IDTT travel and transportation allowances may not be 100 percent reimbursable. Refer to reference (c) for travel and transportation allowance authorizations and reimbursement limitations.

   a. Personnel may travel to any country to perform IDTT provided the host country has a SOFA with the U.S. that provides protection for SELRES on IDT orders, as determined by the cognizant Unified Command for the host country. Per reference (k), subparagraph 2a(1)(d), personnel may not perform IDT/IDTT in overseas locations designated as imminent danger areas. It is the responsibility of the member and command to ensure all SOFA requirements are met.

   b. If an overseas resident is assigned to drill in a host nation, travel associated with commuting to the designated permanent drill site to perform IDT is at the member’s personal expense. Overseas residents may be issued permissive “no cost” IDTT orders to assist in boarding space-available flights. All travel and area clearance requirements necessary for AT/ADT also apply to IDTT.

   c. Funded IDTT OCONUS orders for overseas residents are authorized, provided that the FM has IDTT funds and the travel is not to the permanent/administrative drill site/NRA.

111. **IDTT Limitations.** SELRES, regardless of pay grade, will not be paid to travel to their permanent or administrative drill site as defined in their IDT orders.

   a. Per reference (b), a RC member commits an obligation to participate in a finite number of scheduled training periods annually. Inherent to this obligation is the travel between the member’s home and the location at which the member normally performs drills. The member receives no reimbursement for that travel.

   b. A member cannot perform IDT at their normal/administrative drill site/NRA following, preceding or in conjunction with the AT/ADT if travel entitlements are authorized.
112. **Funding Limitations for IDTT Orders.** Funded IDTT orders are only authorized for personnel who are eligible to receive IDT pay for the period of IDTT. Personnel who are not eligible for IDT pay are not eligible for reimbursement of travel expenses associated with IDTT. Reference (c), table 3-8 strictly prohibits reimbursement of expenses for travel between the member’s home and permanent IDT site.

113. **Permissive (“No Cost”) IDTT Orders.** Permissive (no cost) IDTT orders authorize travel at no expense to the Government. All permissive IDTT orders must contain the following statement:

“You will not receive reimbursement for travel, transportation, per diem, or miscellaneous expenses while traveling on these orders. If you do not desire to bear these expenses personally, you may choose not to execute this permissive travel authorization. Failure to execute this permissive travel authorization results in cancellation.”

114. **IDTT at Permanent/Administrative IDT Site.** IDTT is not authorized for training at a different command located at the permanent or administrative drill site (such as to perform IDTT at a squadron located at the same air station where member normally performs IDT).

115. **IDTT with AT/ADT.** IDTT may be authorized in conjunction with AT or ADT as long as it is not at the permanent/administrative drill site. When IDTT is performed with AT/ADT, it must be executed at the AT/ADT site. Members must file separate travel claims for AT and IDTT orders. Travel claims are liquidated through DTS.

116. **Economy Plus/Coach Elite Seating.** This includes accommodations for any seating in economy or coach-class provided to the general public for an additional fee. Economy-plus/coach elite seating services may vary from airline to airline and use various names. Economy/coach cabin should not be confused with premium-class travel. In addition to any designated economy-plus seating areas, aisle, window, exit row, or bulk-head in the economy/coach cabin may also have additional costs depending on the airline. COMNAVRESFORCOM will not authorize the reimbursement of such upgrades.

117. **Rental Car.** The following reimbursements are not authorized:

   a. Pre-paid fuel service.
      
      (1) EZ fuel.
      
      (2) Fuel service charge.
   
   b. Fuel service option.
   
d. Collision damage waiver for CONUS orders.

118. Flat Rate Per Diem for Long Term Temporary Duty. If a traveler is on orders at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long term basis if possible. If a traveler is unable to arrange suitable commercial lodging on their own, SATO New Orleans should be contacted for assistance in making lodging arrangements. See reference (c), paragraph 020311 for reduced flat rate per diem when orders are for more than 30 days.
CHAPTER 2

ORDER WRITING ROLES AND RESPONSIBILITIES WITHIN NROWS

201. General Description. This chapter delineates the roles assigned to the designated NROWS users involved in the order writing process and also assigns responsibilities for management of their roles. NROWS electronically processes each AT, ADT, or IDTT order from initial application entry through verification, travel arrangement, and fund approval. Those who assign these roles will thoroughly and regularly update assignments, per paragraph 202.

202. Regular Review, Assignment, and Updating of NROWS Roles

   a. Responsibility. NROWS users with roles such as OWA and FM are capable of assigning additional roles to other NROWS users. Every user who assigns roles is responsible to their chain of command for maintaining user roles, as described in this section. Members that are assigned user roles will not fund approve their own application (NROWS has a “lock” in place to prohibit a set of orders to be stamped as fund approved when created by that individual). Only user roles with admin authority will be authorized to grant roles to other users. NROWS roles WILL NOT be assigned without visually sighting the required documentation for the appointments listed below (see also appendix Q).

   b. Appointment. The following HQ roles require a SAAR-N form (OPNAV 5239/14) to be completed and digitally signed/approved prior to gaining NROWS access. The SAAR-N is required to be retained for 10 years from termination for audit purposes, in accordance with paragraph 206. Appendix A provides a matrix for signature and approval.

      (1) SSA (provided by COMNAVRESFORCOM N33).

      (2) SA (provided by COMNAVRESFORCOM N33).

      (3) Helpdesk (provided by COMNAVRESFORCOM N33).

      (4) Region helpdesk (provided, upon request by COMNAVRESFORCOM N33).

      (5) M/E planner (provided by COMNAVRESFORCOM N31).

      (6) Requirement owner (provided by COMNAVRESFORCOM N31).

      (7) Resource owner (provided by COMNAVRESFORCOM N31).

   c. The following NROWS roles require an Appointment/Termination Record form (DD form 577) to be completed and digitally signed/approved prior to gaining NROWS access. The DD form 577 is required to be retained for 10 years from termination for audit purposes in accordance with paragraph 206. Appendix B provides a matrix for signature and approval.
d. The following roles require a DOA letter to be issued by the NRA CO prior to NROWS access. This letter is required to be retained for 10 years from termination for audit purposes, in accordance with paragraph 206.

(1) OS.

(2) Security.

(3) Hard holds.

(4) APC lock.

(5) UR.

(6) UA.

(7) OWA.

(8) AOWA.

e. Periodicity of Review. The echelon 4 commander is responsible to review TRIM to ensure command NROWS user role audits were conducted by all their echelon 4/5 commands, and that the results are appropriately documented and stored in TRIM as follows:

(1) Monthly User Roles Review. The echelon 4/5 command shall conduct a monthly review and action as outlined in the below subparagraphs to be complete by the first day of the following month. Once complete, the digitally signed/dated NROWS user role monthly review compliance report memorandum (appendix C), along with the current NROWS user role report, shall be retained, in accordance with paragraph 206, in the appropriate command’s TRIM folder to confirm that the below steps have been completed as follows:

(a) Prior to the last day of the month, download the NROWS user roles report.

(b) All written designations for access to NROWS (SAAR-N, DD form 577, or DOA letter) will be compared with the NROWS user roles report. Any accesses that are not substantiated by written designation shall be removed from the system and listed on the compliance report (appendix C).
(c) Ensure there are no NROWS user profiles and/or roles assigned to personnel who are no longer attached to the echelon 4/5 command or require continued access. Any NROWS user profiles and/or roles for personnel no longer assigned to the command shall be removed from the system and listed on the compliance report (appendix C).

(d) The digitally signed/dated NROWS user role monthly review compliance report memorandum (appendix C) and the current NROWS user role report shall be retained in the appropriate command’s TRIM folder (NROWS monthly user report), in accordance with paragraph 206.

(e) Upon change of command of echelon 4/5 commands, steps (1)(a) and (1)(b) above shall be conducted within 30 days of taking command.

(2) Quarterly User Roles Review. By the 5th working day of each quarter (October, January, April, and July) the echelon 4 command shall review their echelon 4/5 monthly user report TRIM folders, confirming compliance with the steps outlined in the above subparagraphs e(1)(a) and e(1)(b).

(3) Annual Reports Through Navy Reserve Chain of Command. All echelon 5 commands will report to their echelon 4 commander upon completion of their final monthly review of the FY by the first drill weekend of the new FY, via the NROWS user role annual review compliance report (appendix D). The echelon 4 commander will notify COMNAVRESFORCOM N33, no later than 15 November, of completion of this review for their command and their NRAs (appendix E). The written designation (SAAR-N, DD form 577 or DOA letter), monthly review by the echelon 4/5 command, quarterly review compliance report and the annual review compliance report will be inspectable items and may be requested at any time by COMNAVRESFORCOM due to Navy audit requirements.

f. Check-In and Check-Out Review. NROWS role assignments for personnel will be verified (by the OWA for echelon 4 and below, and COMNAVRESFORCOM N33/N82 for staff) and updated as users check-in and check-out, as part of PCS transfers for FTS and Active Duty personnel, IDT transfers of SELRES, and reassignment of civilian personnel. Termination of NROWS access will be conducted within 24 hours of transfer from the command.

g. Password Resets. NROWS requires all accounts (SELRES/Active Duty/civilian) to be disabled after the account has been inactive for 60 days. If an NROWS user account has been disabled, the user must contact:

(1) For SELRES NROWS accounts who reside within the U.S. and its territories, this is accomplished using the password reset module within NROWS. For SELRES NROWS accounts who reside OCONUS and its territories, contact the NROWS/DTS helpdesk at (800) 537-4617; follow the automated prompts for password resets.

**Note: Newly created passwords must be sent via encrypted e-mail to a .mil or .gov address.
(2) For Active Duty/FTS accounts, contact the echelon 4 N3/N7.

** Note: The OWA must send newly created passwords via encrypted e-mail to a .mil or .gov address.

h. Review for Navy Reserve Major Staffs. COMNAVRESFORCOM N33 will coordinate NROWS role assignment reviews for the Office of the Chief of the Navy Reserve, COMNAVRESFORCOM, and COMNAVAIRFORES.

(1) COMNAVRESFORCOM N31 will conduct a monthly audit of DD form 577’s for all FM/FA roles. These audits will be retained for 10 years for audit purposes, in accordance with paragraph 206.

(2) COMNAVRESFORCOM N33 will conduct an annual audit of SAAR-N forms for SSA, SA, helpdesk, and regional helpdesk. These audits will be retained for 10 years from termination for audit purposes, in accordance with paragraph 206.

(3) COMNAVRESFORCOM N31 will conduct an annual audit of SAAR-N forms for M/E planner, requirement owner, and resource owner. These audits will be retained for 10 years from termination for audit purposes, in accordance with paragraph 206.

203. NROWS User Roles. In this section, the term “role” is used to describe a function performed within the NROWS application, not necessarily the person who fills that role. At least one alternate user must be assigned for each role, except for the SA. Individuals will not share passwords and may not authorize the use of their passwords by other members. Refer to appendix F for a quick synopsis of NROWS roles and responsibilities, and the recommended number of personnel assigned roles.

a. SSA. TSO Indianapolis, with the approval of SPAWARSYSCEN Atlantic, New Orleans office, assigns this role through an NROWS build. The SSA has oversight of the entire system and maintenance tables.

b. SA. Director/Deputy COMNAVRESFORCOM N33 assigns this role to staff personnel. The SA has oversight of the entire system. No one other than the SA shall assign administrative authority, and it shall only be assigned to OWAs. OWAs need administrative authority to assign user roles, but they do not need ability to pass on administrative authority. This role is responsible for assignment of roles, such as travel specialist, comptroller, schools, and OWA roles within NROWS.

c. Helpdesk and Regional Helpdesk. SPAWARSYSCEN Atlantic, New Orleans office, and Director COMNAVRESFORCOM N33 assign the helpdesk role. Helpdesk role is limited to COMNAVRESFORCOM and SPAWARSYSCEN Atlantic, New Orleans office. COMNAVRESFORCOM assigns the regional helpdesk role to the RCC N3/N7 personnel only.
d. **Travel Specialist.** The SA assigns this role to the NAVPTO. The travel specialist validates JTR entitlements and regulations, fills all commercial travel requests, MTRs, and reconciles billing.

e. **Comptroller.** The SA assigns this role. The comptroller controls funding at the highest level and works directly with FMs regarding distribution, reconciliation, and any RPN financial matters. The comptroller distributes funds to each FM.

f. **Fund Manager.** The applicable comptroller assigns this role. The FM role is typically used by the RCC comptroller, but other ADT/IDTT distributors such as OSOs may use it as well. The FM and FA are required to complete a DD form 577 prior to assignment. The FM is responsible for RPN funds received from COMNAVRESFORCOM. The FM will use NROWS to sub-allocate funds to a lower level where applicable. These funds will be sub-allocated by FY quarters along with a total annual planning figure. The FM will act as a comptroller over these funds which will include the following responsibilities:

   (1) Ensure accurate tracking of funds that were sub-allocated to a lower level.

   (2) Follow up with the OS on unliquidated orders.

   (3) Follow up with the OS on cancelled orders to ensure all airline tickets are returned to NAVPTO for refund. Refunds will be processed through the system once the duty date has passed and the ticket is unused. Refunds may take 60 to 90 days to be completed.

   (4) Review expenditure data throughout the FY ensuring accuracy of cost.

   (5) Identify problem disbursements, etc., through an assigned budget analyst/technician within COMNAVRESFORCOM N8.

g. **Budget Estimator.** No longer in use. Replaced by planning module.

h. **School Quotas.** The SA assigns this role. This role is responsible for validating all school quotas (refer to chapter 7).

i. **Order Writing Activity.** The echelon 4 commander assigns this role by DOA. The OWA role should be limited to a primary and an assistant. The primary OWA should be assigned to the NRA CO. The assistant OWA should be assigned to an E7 or above, assigned to the NRA staff. The OWA role is responsible for assigning personnel to fill the roles of OS, FA, security, hard holds, and UA/UR in NROWS for their area of responsibility.

   (1) **OWA Limitations.** Each echelon 4/5 command is limited to four OWAs to include the CO.
(2) Reporting Requirements. Each echelon 5 command is required to verify their OWAs monthly and report to their echelon 4 ISIC quarterly.

j. Order Specialist. The OWA assigns a primary and alternate for this role. The OS is the approval authority for the following: Non-paid orders, order modifications that do not involve the obligation of funds, order cancellations, or orders funded using “other” appropriation. In order to prevent fraud or a conflict of interest, OSs will not be assigned OS and FA roles. However, should this be necessary due to manning, the echelon 4 commander must approve the dual roles. NROWS interlock prevents FA of orders created in the OS role. The OS is responsible for the following:

(1) Entering NROWS order applications approved by the UA/UR.

(2) Processing all order requests, modifications, and cancellations for members under their administrative control within 3 business days of receipt. If travel is expected within 72 hours of receipt, the OS shall process requests, modifications, and cancellations within 24 hours.

(3) Validating and completing all applications based on Sailor and UA/UR role comments.

(4) Mailing official orders to the member when the member submits a paper application or when the member requests the mail delivery option in the application process.

(5) Ensuring an application proceeds through the order process in a timely manner.

(6) Ensuring personnel flagged for service beyond 16 years of Active Duty service hard hold provide the OS with a copy of their annual statement of service history, to ensure the member is not approaching sanctuary. Members with 16 years of Active Duty will have their orders flagged (manpower availability status code: SAD) in NROWS and sent to COMNAVRESFORCOM N33 headquarters waivers.

k. Fund Approver. The FM at the echelon 3/4 command assigns a primary and alternate for this role at NAVOPSPTCENs and squadrons. COMNAVRESFORCOM N31 will assign the FA role for all EXCOM OSO. This is normally the official order approval authority. The FA is responsible for approving orders based on available funding, mission requirements, and member’s entitlements. Typically this role will be filled by the NRA CO and additional personnel designated by that CO. In order to prevent fraud or a conflict of interest, FAs will not be assigned FA and OS roles. However, should this be necessary due to manning, the echelon 4 commander must approve the dual roles. NROWS interlock prevents FA of orders created in the OS role.

**Note: Within 2 weeks of appointment, and before approving any documents, a training course as defined in COL Public Law 104-106 must be completed. A printed certificate of the course completion shall be provided to COMNAVRESFOR N31. Information on training can be found
via Web site at 

1. **Security.** The OWA assigns a primary and alternate for this role. The security role validates that the member holds the required clearance for a set of orders before approval. NRAs must certify member’s clearance to that member’s supported command.

   m. **Hard Holds.** The OWA assigns a primary and alternate for this role. Orders will not proceed to any other routing stage until hard holds have been cleared. The OWA will ensure that hard holds are adjudicated within 3 working days of submission. A list of hard holds automatically generated by NROWS and procedures for clearing them is as follows:

   (1) **Age.** Any SELRES who will reach age 60 before the end date of the orders will need to obtain an age waiver from Navy Personnel Command PERS-913 per reference (b).

   (2) **Expired Human Immunodeficiency Virus Test.** Any SELRES whose Human Immunodeficiency Virus test will expire before the end date of the orders, will validate with the medical facility that maintains the member’s record before order approval. Verification of test completion before the start date of the orders is acceptable. Member does not need to wait for the test results. Failure to obtain the test shall result in cancelling the orders. It is the responsibility of the person assigned the hard hold role to track this requirement.

   (3) **Expired Physical Exam.** Any SELRES who has an expired physical exam must validate with the medical facility that maintains the member’s record before approval. Verification of exam completion before the start date of the orders is acceptable. Member does not need to wait for exam results. Failure to obtain an exam shall result in canceling the orders. It is the responsibility of the person assigned the hard hold role to track this requirement.

   (4) **Expired End of Service.** Any SELRES who has an expired EOS on or before the end date of the orders. Validate with the organization that maintains the member’s service record before approval. Failure to reenlist or extend EOS before the start of orders shall result in the orders being cancelled. It is the responsibility of the person assigned the hard hold role to track this requirement.

   (5) **Permanent Mailing Address.** A new PR was entered on the orders request. Changing the permanent mailing address may change applicable JTR entitlements. Changing the PR in NROWS authorizes the NRA to make a change of PR in NSIPS for the member. The change should be entered into NSIPS before approval of the orders in NROWS. Changing the PR again before executing the orders requires a manual intervention to revalidate travel entitlements.

   (6) **Passport.** A passport may be required if any leg of travel in executing the orders occurs OCONUS. Validate that the member has a valid passport if one is required. A list of countries requiring passports can be found in reference (i), https://www.fcg.pentagon.mil/.
(7) **Sanctuary.** Per reference (j), Reserve personnel with 16 years Active Duty will not be permitted to execute orders without prior permission from Chief of Naval Operations N13. All Active Duty orders are included in the 20-year calculation. Prior to execution of orders, all Reserve personnel subject to screening controls will review, verify, and acknowledge in writing the accuracy of their cumulative Active Duty service using enclosure (3) of reference (j). COMNAVRESFORCOM N33 will adjudicate all sanctuary hard holds.

(8) **Confirmation Order.** Confirmation (verbal) orders shall only be used in emergency mission essential situations, when both the traveler and traveler’s chain of command are unable to begin an NROWS application prior to midnight of the day the orders start. Refer to paragraph 602 for in-depth details on confirmation orders. COMNAVRESFORCOM N33 will adjudicate all confirmation order hard holds.

(9) **Force Protection.** This hard hold is generated when a member is performing duty OCONUS and the question “has anti-terrorism/force protection training and certification been completed?” is answered “No.” DoD anti-terrorism standards require all personnel to receive mandatory antiterrorism awareness level I training 90 days prior to OCONUS travel. Validate through FLTMPS that level I training has been completed prior to approval.

(10) **Unliquidated Orders Greater than 5 Days.** This information is derived from the 30/60/90-day NROWS report. To clear this hard hold, the echelon 4/5 shall verify that the member has submitted all outstanding travel claims/DTS vouchers. Take the following action:

   (a) For NROWS travel, echelon 4/5 commands verify through TOPS that all manual travel vouchers have been submitted and accepted by the servicing PSD/TPC for payment.

   (b) For NROWS to DTS travel, echelon 4/5 commands verify through DTS that all DTS vouchers have been submitted for approval and routed to the AO for DTS.

**Note:** A returned DTS voucher is not an approved DTS voucher.

   (c) If a travel claim has not been submitted to PSD or the DTS voucher has not been approved in DTS, the application shall be returned to the member with specific instructions on why the voucher has been returned, and how to rectify the issue. The member will not travel until the hard hold is cleared. Echelon 4/5 commanders are accountable to COMNAVRESFORCOM for all hard holds cleared that do not meet the above criteria.

(11) **29-Day Outstanding Travel Advances.** Information is pulled from the 30/60/90-day NROWS report. To clear this hard hold, the echelon 4/5 shall verify that the SELRES has submitted all outstanding travel claims/DTS vouchers. Take the following action:

   (a) For NROWS travel, echelon 4/5 commands shall verify through TOPS that all manual travel claims have been submitted and accepted by the servicing PSD/TPC for payment.
(b) For NROWS to DTS travel, echelon 4/5 commands shall verify through DTS that all DTS vouchers have been approved by the DTS AO.

**Note:** A returned DTS voucher is not an approved DTS voucher.

(c) If travel claims or DTS vouchers have not been submitted to PSD or approved in DTS, the application shall be returned to the member and the member will not travel until the hard hold has been cleared. Echelon 4/5 commanders are accountable to COMNAVRESFORCOM for all hard holds cleared that do not meet the above criteria.

(12) Location Other Than Home Travel. This requires annotation in the application that the NRA has verified that the SELRES traveler is aware of the limited reimbursement for travel costs with this option.

n. Unit Approver/Unit Reviewer. The OWA assigns these roles to unit COs and personnel designated by unit COs. UAs/URs review all requests and either approve or disapprove each request based on mission requirements. Approval only validates the application for orders. Order applications do not become official orders until approved by the FA. Disapproval of orders returns the application to the member who submitted it.

**Note:** Order applications submitted by cross-assigned Sailors will be routed to their cross-assigned in UA/URs. Cross-assigned in UA/URs are associated with the unit mobilization UIC on the Reserve Unit Assignment Document.

o. Sailor. This role is not assigned and it is available to every SELRES in NSIPS with personnel data information. The individual member is responsible for submitting order applications. The member can track their application throughout the order routing process, including the printing of draft/official orders and travel itinerary. Sailors assigned additional roles will not fund approve their own orders in NROWS.

p. Agency Program Coordinator Lock. APC will lock NROWS accounts of members with delinquent GTCCs by completing the following steps:

(1) The APC will log into NROWS and add or update status to delinquent or not delinquent.

(2) Once the APC has put a member in a delinquent status, the member will not be able to complete the NROWS application. When the member attempts to access the application, this message will display:

“Sailor is currently on the GTCC delinquency list. Please contact your APC.”

**Note:** If the OS attempts to input orders for a member, they will get the same message after entering the member’s SSN.
(3) The APC will remove the member from a delinquent status upon verification that the GTCC is in good standing (paid to date). The APC user guide is located in NROWS, under the user guide tab.

q. **Travel Specialist.** The SA assigns this role to the NAVPTO/COMNAVRESFORCOM N33. The travel specialist validates JTR entitlements and regulations, fills all commercial travel requests, MTR, and reconciles billing.

r. **Billing.** The SA assigns this role to the NAVPTO and is used for billing of NAVPTO CBA.

s. **Voucher Support.** The SA assigns this role to the NAVPTO. This role is used in conjunction with the travel specialist and billing for the payment of NAVPTO CBAs.

t. **Travel.** The SA assigns this role to NAVPTO/COMNAVRESFORCOM N33. Orders will not proceed to any other routing stage until travel (verification) has been cleared. COMNAVRESFORCOM N33 works to ensure that travel (verification) is adjudicated within 14 days of travel.

u. **N35 Lock.** The SA assigns this role to COMNAVRESFORCOM N35 mobilization division, who will lock NROWS accounts for 30 days of members who have done 5 years of consecutive Active Duty.

v. **Headquarters Waivers.** The SA assigns this role to COMNAVRESFORCOM N33/N7. Orders will not proceed to any other routing stage until HQ waivers have been cleared. COMNAVRESFORCOM will ensure that HQ waivers are adjudicated within 14 days of travel.

w. **DTS Administrator.** The SA assigns this role to COMNAVRESFORCOM N33. NROWS orders that have been imported into DTS and have been rejected are placed in this box. The extensible markup language error clerk can resubmit certain DTS import errors (i.e. 45, 46, 210, and 220) for resubmission into DTS.

x. **Mission/Event Planner.** Role assigned by COMNAVRESFORCOM N31 to the OSO/echelon 4/5 commands. Can create, modify, and cancel M/E. This will be at the work center level. This role will also validate requirements entered against each M/E owned.

y. **Requirement Owner.** Role assigned by the M/E planner. Can create, modify, cancel requirements, and make selections. This role will be at the work center level. This role will be defined using the existing role assignment process in NROWS, modified to include the Sub Management Code to AUIC structure.

z. **Resource Owner.** Role assigned by COMNAVRESFORCOM N31 to the OSO/echelon
4. Validates member assigned for a requirement. The OSO who owns the billet (defined by AUIC) is the resource owner.

204. Segregation of Duties. Key duties and responsibilities need to be divided or separated among different people to reduce the risk of error or fraud. This shall include separating the responsibilities of the SSA and SA from any other roles in NROWS, as well as separating the responsibilities of the FA and OWA roles. No one individual shall control all key aspects of a transaction or event. COMNAVRESFORCOM understands and accepts the inherent risk of personnel having multiple accesses to NROWS in order to successfully administer travel and/or funding to move the force. Appendix N includes a list of NROWS user role assignments.

   a. NROWS SOD Waiver. Appendix O lists NROWS roles requiring a SOD waiver approved by COMNAVRESFORCOM N33. In isolated cases where insufficient SODs cannot be eliminated, a justification, SOD request (appendix G) explaining why the conflict cannot be eliminated must be updated every time an SOD changes and must be sent to the COMNAVRESFORCOM N3 customer service inbox: CNRFC_N3_Requests@navy.mil. This form is also located on the COMNAVRESFORCOM N33 SharePoint page for download by echelon 4 commands.

   b. Audit of SSA and SA Roles

      (1) COMNAVRESFORCOM/COMNAVAIRES functional users and SPAWAR/TSO programmers who hold SSA and/or SA roles are required to complete a SAAR-N form to be filed in TRIM by COMNAVRESFORCOM. Personnel who hold a SSA/SA role will not create any new roles for themselves in their profile. Personnel who hold the SSA and/or SA roles cannot be assigned user roles of FA and/or OWA/AOWA, except to troubleshoot an NROWS problem in the field. Once the issue is resolved, the access will be removed immediately. SOD waiver permission level changes can only be authorized by the Director/Deputy Director COMNAVRESFORCOM N33 or DCOS COMNAVRESFORCOM N3. For personnel assigned to COMNAVRESFORCOM N8, changes can only be authorized by the RPN Deputy/Assistant Deputy. At least monthly, Director/Deputy COMNAVRESFORCOM N33 will conduct a SOD audit for SSA/SA with other roles, digitally sign showing approval, and place in TRIM for record retention.

      (2) NROWS User Creation Report. COMNAVRESFORCOM N33 will produce this report monthly and review profile creation, modification, and deletion for all personnel who hold the SSA/SA role. DCOS COMNAVRESFORCOM N3 will be notified of any profile changes that appear to be fraudulent. In accordance with paragraph 206, for audit purposes, this report will be digitally signed and retained for 10 years.

      (3) NROWS Audit Table Reports. COMNAVRESFORCOM N33 will produce the following reports monthly to ensure that no unauthorized changes have been made to NROWS.

         (a) Broadcast message table.
(b) Maintenance rate table.

(c) Incidental rate table.

(d) ITEMPO purpose code table.

(e) ITEMPO category code table.

(f) Misc. standard paragraph table.

(g) Country passport table.

(h) Work center table.

(i) Work center RUIC (reserve UIC) table.

(j) Military activity command table.

(k) Operations/exercises/events.

(l) Mission priority.

(m) EXCOM pillar/command supported.

(n) Enterprise supported.

(o) Purpose category.

(p) Requirement status.

DCOS COMNAVRESFORCOM N3 will be notified of any table changes that appear to be fraudulent. These reports will be digitally signed and retained for 10 years for audit purposes, in accordance with paragraph 206.

(4) Historical GTCC Delinquency Report. A monthly review will be conducted by COMNAVRESFORCOM N33 to ensure changes to the GTCC delinquency (APC lock) are properly annotated by the NRA. Any irregularities will be reported to Director of COMNAVRESFORCOM N33. These reports will be digitally signed and retained for 10 years for audit purposes, in accordance with paragraph 206.

(5) Hard Hold Report. A monthly review will be conducted by COMNAVRESFORCOM N33 to ensure NROWS hard holds are properly cleared and annotated by the NRA. Any irregularities will be reported to Director COMNAVRESFORCOM N33. These reports will be digitally signed and retained for 10 years for audit purposes, in accordance with paragraph 206.
c. **Audit of FA and OWA Roles.** SOD waivers for a profile to have both the FA and OWA roles can only be authorized by the commander of the echelon 4 command for their subordinate NRAs. The echelon 4 will conduct a yearly audit in conjunction with subparagraph 202d to ensure that each member’s NROWS account/access has not been changed. The SOD request (appendix G) will accompany the letter (appendix E) as required in subparagraph 202d. The SOD request is an auditable item and may be requested at any time by COMNAVRESFORCOM due to Navy audit requirements. Director/Deputy COMNAVRESFORCOM N33 will conduct a monthly SOD audit for FA/OWA roles, digitally sign showing approval, and placed into TRIM for record retention.

205. **COMNAVRESFORCOM Departmental Responsibilities**

   a. **OWA Delegation.** The delegated order issuing official for the Navy Reserve who has the authority to write orders and to obligate funding in conjunction with orders, and hereby further delegates order writing authority to the NRA.

   b. **COMNAVRESFORCOM N1.** Tracks NSIPS tier 1 and 2 trouble tickets submitted by the NRAs to ensure actions are completed and tickets resolved in a timely manner. Serves as a liaison between SPAWARSYSCEN, customer service center, RHS, and Inactive Manpower and Personnel Management Information System. Directs NRAs on all policies and procedures for accession gains.

   c. **COMNAVRESFORCOM N33.** Responsible for oversight and management of the order writing process. Responsible for overall system administration and liaison with SPAWARSYSCEN, Customer Service Center New Orleans, NROWS helpdesk, and Reserve Travel Center located at the DTS Travel Assistance Center, TSO Indianapolis, NAVPTO, and CTO. Provide customer service support for all order writing issues, both to members who are traveling on AT/ADT/IDTT orders, and to their FTS staffs.

   d. **COMNAVRESFORCOM N7.** Responsible for managing and processing all school quota requests. Specific amplifying information can be found in chapter 7 of this instruction.

   e. **Navy Reserve Activity.** Authority to write orders and to obligate funding in conjunction with orders is delegated from COMNAVRESFORCOM to the OWA.

   f. **NRA Commanding Officer.** The NRA CO is responsible for the following:

      (1) The order writing process at their NRA.

      (2) AT and any additional funding sub-allocated to the NRA for assigned units.

      (3) Ensuring all SELRES are afforded an appropriate AT authorization per the annual COMNAVRESFORNOTE 1001.
(4) Ensuring all administrative and technical requirements for supporting the order writing processes at their command.

(5) The delegation of authority under their command, by direction authority, shall be delegated in writing and maintained by the CO. The CO cannot delegate hard hold approval. This does not imply that the CO must fill the hard hold role, only that the comments must reflect the COs approval.

g. Unit CO. The unit CO is responsible for ensuring all assigned SELRES complete their AT obligation.

206. Force Total Records Information Management Use for Records Retention. All COMNAVRESFORCOM echelon 4/5 commands will use TRIM as the sole repository for all force travel (NROWS/DTS) DD form 577’s, DOA letters, DTS required training certificates, user role audits, and any other data required by COMNAVRESFORCOM N33. The purpose of TRIM is to provide a redundant electronic storage database that will allow COMNAVRESFORCOM to easily locate documents, as well as minimize the amount of required physical storage space. TRIM satisfies FIAR and other document retention requirements, and will help COMNAVRESFORCOM in achieving full audit readiness.

a. COMNAVRESFORCOM’s TRIM training and guides are located on the SharePoint Web site, https://private.navyreserve.navy.mil/coi/Records_Management/TRIM/SitePages/Home.aspx. This Web site contains three links to relevant TRIM information which will assist the echelon 4 and 5 commands in creating TRIM cabinets, drawers, folders, and document (file) names. Also included are frequently asked questions, TRIM user guides, and step-by-step videos on processing documents in TRIM.

b. The required TRIM repository shall be created and maintained as follows (See appendix P for further guidance):

(1) Under the “CNRF” “your command” operations container create a cabinet called N33.

(2) Under the cabinet titled N33, create a drawer (e.g. DTS AO 577, NROWS OWA 577) for each item listed on appendix P.

(3) Under each drawer, create a folder (e.g. DTS AO 577-ASSIGNMENT; NROWS OWA 577-ASSIGNMENT) for each item listed in appendix P.

(4) Under each folder, place the document/file required in the naming convention provided in appendix P (e.g., NAVOPSPTCEN Norfolk, Smith, John A-DD FORM 577 DTS AO-11NOV16 Assignment; VP-69, Pierce, Franklin E-DD FORM 577 NROWS OWA-15OCT16 Assignment).
(5) Copy the correctly named document from your computer and place (drop) the required documentation in the appropriate folder, and retain for 10 years.
CHAPTER 3

NROWS FAILURE PROCEDURES

301. General. A list of potential failures, their associated impacts, and corrective actions is as follows:


   (1) Impact. The Sailor and UA/UR roles will not be able to perform their roles in NROWS.

   (2) Action

      (a) Contact NRA OS to submit order request in NROWS.

      (b) The OS delivers official orders and itinerary to the member via e-mail.


   (1) Impact. Loss of the ability of an OWA to use NROWS.

   (2) Action

      (a) Notify ISIC and determine if ISIC can assume the appropriate roles until the failure is corrected.

      (b) ISIC assumes roles until the failure is corrected, if possible. Resolve hard holds with the OWA of the affected NRA.

      (c) If the ISIC is unable to assume the roles of the OWA, follow the catastrophic procedures below.

c. Casualty. NROWS catastrophic failure.

   (1) Impact. Loss of ability to process orders via NROWS, including all interfaces.

   (2) Action

      (a) Limit order writing to mission-critical orders processing.

      (b) COMNAVRESFORCOM N33 activates NROWS COTS.
(c) Refer to appendix H for NROWS COTS procedures.

302. **Casualty.** COMNAVRESFORCOM support failure (e.g. hurricane evacuation or major power loss).

   a. **Impact.** Loss of COMNAVRESFORCOM order support, coordination of travel in support of exercise and operations, school quota verification, automated travel processing, and comptroller oversight.

   b. **Action.**

      (1) Limit order writing for affected orders to those that are mission critical.

      (2) School quota verification reverts to alternate approval authority.

      (3) COMNAVRESFORCOM issues immediate contingency operations policy guidance for the processing of all orders impacted by the failure.
CHAPTER 4

NROWS FINANCIAL MANAGEMENT/NAVAL AUDIT REPORTS

401. General. COMNAVRESFOR is allocated RPN funding which includes funding for pay and allowances, travel and per diem, clothing, subsistence, and other related entitlements for SELRES.

   a. Once an appropriation act is signed, COMNAVRESFOR will receive an allocation from Navy FMB, fiscal management division. Allocations will be distributed by FY quarters based upon phasing plans submitted from the budget submitting office to FMB. RPN funding is an annual appropriation, meaning all funds need to be obligated by 30 September.

   b. Allocations address statutory limitations on the obligation and expenditure of appropriated funds which are imposed by law. Many of these limitations are specifically addressed within the National Defense Appropriation Act public law. Public laws, title 31, U.S.C., sections 1301(a) and 1517, establish statutory limitations concerning expenditure of appropriated funds, as included in the Department of Defense Financial Management Regulation (DoD FMR).

402. Financial Roles within NROWS

   a. Financial Manager. Upon receipt of an allocation from COMNAVRESFORCOM N82, the FM is responsible for distribution of these funds; to either an OWA for AT or a subordinate work center for ADT/IDTT. The OWA for AT will establish who the FA will be for each program. The FM for ADT/IDTT will identify the appropriate FA for the subordinate work centers and request the individuals submit a DD form 577 to COMNAVRESFORCOM N31 for creation of the FA role. An activity may have more than one FA, with the understanding that if multiple FAs are assigned, the same status of funds report will be reviewed. In other words, if a FSC has multiple FAs, all FAs will take action on the same funding source. The FM will compare unliquidated orders (orders without expenditures) against the order estimate and notify COMNAVRESFORCOM N82 of any expenditures that appear to be erroneous. The FMs will ensure credits are returned for cancelled orders with airline tickets. If a cancelled order with ticket charges is older than 3 months, the FM will conduct research to ensure NAVPTO requested a credit on the electronic ticket (e-ticket). The FA will research orders and alert COMNAVRESFORCOM N82 via the FM of any cancelled orders that have expenditures against them, except airline tickets.

   b. Fund Approver. The FA is responsible for managing the funds allocated to them. The FA will be assigned by the echelon 3/4 FM. In order to prevent fraud or a conflict of interest, FAs will not be assigned OS roles. FAs will review and become familiar with order types, obligation rules, AT authorizations, and order writing/FY policy from COMNAVRESFORCOM. FAs will ensure unused airline tickets are returned and cancelled orders are processed through the system to recoup funding. The primary or alternate FA will not approve their own orders.
The unit or NAVOPSPTCEN CO will fund approve the primary or alternate FA’s AT, ADT, and IDTT orders.

403. Distribution of Funding. COMNAVRESFORCOM will allocate RPN funds to NROWS via the funding source code. Funds will be allocated for the FY with quarterly controls. FSC consists of data fields that make up the distribution of funds to the FM.

<table>
<thead>
<tr>
<th>2015</th>
<th>00072</th>
<th>SSE-RCC</th>
<th>SOUTHEAST</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td>(b)</td>
<td>(c)</td>
<td>(d)</td>
</tr>
</tbody>
</table>

a. FY (i.e. 2015).

b. Bureau control number (UIC which has 1517 authority) (i.e., 00072 for COMNAVRESFOR).

c. Activity code/description: Identifies the FM who is receiving the distribution of funds.

(1) The FM will sub-allocate funds to an OWA. The OWA role must assign a user(s) as the FA role to approve orders.

(2) When an order application is entered for AT, the FSC will default to NAVOPSPTCEN FSC based on the assigned UIC.

(3) The OS role must select a different FSC if another command is paying for the orders; the Sailor does not have this option, as it is defaulted. For special and school training, the Sailor or OS role must pick the FSC to route the application for approval. For IDTT, the system will attempt to default the IDTT FSC but either the Sailor or an OS may select a different IDTT FSC if desired.

d. The FAs are responsible for ensuring they only approve orders against their own allocations. If an order is approved under the wrong FSC, the order must be cancelled and reentered using the correct code; the FSC cannot be modified after approval.

404. AT/ADT Funding Responsibility

a. Annual Training. AT is a requirement for satisfactory performance. SELRES shall perform an AT period each year, unless waived by a cognizant authority. Throughout the execution year, FMs may redistribute funds between NAVOPSPTCENs as necessary. This will allow the FM to shift funds from NAVOPSPTCENs that have excess funds to NAVOPSPTCENs where AT requirements exceeded funding. If funding is not available at a certain echelon, ask the next higher echelon for funding.

b. Discretionary Reserve Personnel, Navy RPN Funds (IDTT/Additional Drills/ADT). Discretionary funds will be distributed by COMNAVRESFORCOM N3 based on operational
support plan requirements. COMNAVRESFORCOM N82 will distribute funds in NROWS based on this distribution plan. COMNAVRESFORCOM N7 is the FM for ADT (schools).

**405. Execution Requirements**

**a. Obligations.** When a FA reviews the order costing, the following obligation posting logic applies:

(1) Pay and allowances are obligated to the quarter containing the duty report date. If duty is less than 30 days, the full cost is charged. If duty is greater than 30 days, the pay and allowances obligations are charged based on the duty days in each quarter.

(2) Travel and per diem costs are obligated against the quarter in which the order is approved. When an FA approves an order in February for duty in July, the pay and allowances will obligate in the fourth quarter, and the travel and per diem will obligate in the second quarter.

(3) When approving orders for the next FY, the obligation logic for pay and allowances will be the same. However, the travel and per diem will post in the first quarter of the next FY. The FA must ensure funds are available for the next FY. NROWS will automatically obligate funding to the proper quarter. The FA must ensure funding is available for the specific quarter. Once the application is approved, the funds are subtracted from the FA’s FSC, giving the available balance for the quarter/year.

**b. Cancelled Orders.** OS/FA/FM will take prompt action using NROWS reports (discussed in detail in subparagraph 405d), to ensure unexecuted orders are cancelled immediately in NROWS and DTS. In cases where tickets have been issued, OS/FA/FM will ensure those tickets are immediately returned to SATO New Orleans to recoup airline obligations/expenditures.

**c. Travel Advances.** When travel advances are authorized and issued, authorizing officials for NROWS assigned at the RCC/NAVOPSPTCEN/unit will ensure that the advance is identified on the travel claim before forwarding to the PSD for settlement. Refer to appendix I, CPPA checklist for manual travel claims.

**d. Travel Vouchers**

(1) **NROWS/DTS Import/Export.** Per reference (e), travelers must submit a travel claim/voucher within 5 working days of completion of their travel. In the case of extended IDTT, AT, or ADT of 45 days or more, the traveler must request a SPP via their DTS authorization. Members who have not submitted a travel claim/voucher within 5 working days from the date the duty ended will not perform additional IDTT, AT, ADT, or ADSW until the travel claim/voucher is submitted.

(2) **Non-DTS NROWS.** Per reference (c), SERLES must submit a travel claim through their echelon 5 command within 5 days of completing their travel. In the case of extended IDTT,
AT, or ADT the SELRES shall submit a travel claim through the servicing PSD for each 30-days period. That claim must be submitted within 5 days after each 30 day period or the member will not perform additional IDTT, AT, ADT, or ADSW orders.

**Note:** In both cases the RO (for NROWS/DTS import/export) and the CPPA shall ensure that split disbursements and travel advances are identified on the travel claim for payment and recoupment.

e. **Unliquidated Orders.** FMs will ensure a thorough review by FAs is conducted every 30 days in orders to ensure that:

   (1) If orders were not executed, a cancellation is processed.

   (2) If orders were executed, that a travel claim was submitted.

The NRA shall deny future travel for any member who has failed to submit a travel claim within 5 working days of the order’s ending date.

406. **Financial Management Oversight.** Every NROWS user role must provide good stewardship of resources assigned to their organization. The comptroller, in partnership with FMs, AO for NROWS, and FAs should use the following reports to meet their periodic requirements of fund management.

   a. **Execution of Funds Report.** This report shows the FSC status of funds that reflect both obligations and commitments by quarter. The variance portion of the status of funds reflects the difference between the initial obligation and expenditure received in total. This report provides overall fund status visibility for each sub-allocation.

   b. **Liquidated Report.** This report shows orders with all cost lines fully liquidated.

   c. **Unliquidated Report.** This report identifies orders that have not been fully liquidated.

   d. **30/60/90-Day Unliquidated Report.** This report lists the unliquidated orders that are 30/60/90 days past the end date of the order. This report is very useful to identify orders that:

      (1) Have not been executed and should be cancelled by the unit/NAVOPSPTCEN.

      (2) Were executed and require a travel claim from the member to liquidate.

      (3) Were executed but pay and allowance were not processed by the servicing PSD.

   e. **Order Specialist Order Writing Authority Document Report.** Similar to the liquidated and unliquidated report. This report shows all orders regardless of funding source (AT, IDTT,
ADT-Special, ADT-School, and ADT-Reimbursable). This report can only be seen by the OS or OWA.

f. **Variance Report.** This report identifies potential erroneous expenditures or estimating problems with orders where expenditures exceed obligations. When an erroneous expenditure has posted against a document, submit documentation to COMNAVRESFORCOM N82 through the FM. Occasionally, PSDs may disburse against wrong lines of accounting causing unmatched disbursements. Identifying these orders to COMNAVRESFORCOM N82 for cost transfer will correct the problem. A date range selection criteria has been added for the user to run and review the report on a monthly basis for FIAR.

g. **Cancellation Report.** This report shows all orders that have been cancelled. If an order included commercial travel, this report should be used to ensure that credits are returned. If an e-ticket was issued and either partially used or changed, the member must notify SATO to initiate the refund process. If an e-ticket was issued, but not used, the ticket will automatically cancel after the last date of travel on the ticket; however, if a ticket was issued, the ticket needs to be returned by SATO New Orleans to process ticket credit.

h. **Confirmation Orders Report.** This report will show all confirmation orders approved, providing each activity the ability to monitor the number and frequency of confirmation orders issued and manual travel vouchers required for reimbursement.

i. **Commitment Report.** This report shows the tracking number and cost lines for each order application that makes up the commitment amount on the execution of funds report or the commitments on the allocation screen view.

j. **Order Completion Report.** This report allows the FM, OWA, and FA to review unliquidated cost lines based on a threshold for the number of days past the duty end date.

k. **Paid Non Travel Report.** This report shows all paid non travel orders for the NAVOPSPTCEN to ensure the orders are endorsed with arrival and departing dates required for audit.
CHAPTER 5

TRAVEL

501. General. The decentralized nature of NROWS allows OWAs to make decisions concerning official travel. It is imperative that all personnel assigned a role in NROWS have a full understanding of the entitlements authorized in each situation. This chapter is not meant to be a reiteration of reference (c) or any other instruction that governs entitlements; rather, it delineates policies regarding official travel specific to the Navy Reserve.

502. Travel Arrangement Policy. Per reference (c), the Navy is contractually obligated to use CTO to make travel arrangements for all U.S. Navy personnel. COMNAVRESFORCOM is required to use NAVPTO and SATO New Orleans to arrange all Navy Reserve travel for AT/ADT/IDTT orders. SATO/CTOs other than SATO/CTO New Orleans will not be used to arrange travel that is charged to RPN funds. Only COMNAVRESFORCOM N33 may authorize a member to purchase their own airline tickets using a GTCC at the ticket counter. Reimbursement for a purchase without prior authorization constitutes an illegal obligation for the Government. The primary method of arranging travel is when orders are routed through NROWS via DTS for the procurement of travel. The traveler will inform the NRA of any changes to travel arrangements and complete an order modification in NROWS when dates of travel change.

503. Temporary Additional Duty. After being called to Active Duty, a SELRES may conduct TAD away from the gaining command using the gaining command’s accounting data. It is the responsibility of the OWA to ensure the SELRES is first placed in a duty status (AT or ADT orders) before the member executes TAD. TAD orders from a gaining command do not place an individual in a duty status. TAD funding may only cover travel allowances when a SELRES is sent on TAD away from the gaining command after being called to duty. The SELRES is responsible for removing any per diem entitlements within NROWS/DTS they would receive from the AT/ADT orders when conducting TAD elsewhere.

**Note: If a member is performing AT/ADT away from their PR at a per diem location using their accounting data via DTS, the member cannot receive per diem for both locations and must submit a copy of the travel claim/voucher to the NRA travel office verifying that they did not receive per diem from the AT/ADT orders for the period they also received per diem on TAD.

504. Travel Days

a. CONUS/OCONUS Air Travel is Allotted 1 Travel-Day. The travel day is also known as the start date in NROWS. This date is not the report date. Travel days are only authorized at the beginning of the orders. The determination of travel days allowed for CONUS/OCONUS travel is made in accordance with reference (c). Some OCONUS locations may only require 1 day of travel and can be adjusted (if required).
b. Constructive Travel Days. NAVPTO and CTO are required to make travel arrangements based on the member’s report and end date.

(1) In some cases, flight availability may increase the travel time required. A member must include the actual itinerary with the travel claim.

(2) In some cases, due to flight availability (e.g., if a member requires a late flight), SATO may be required to book the flight the next day. The member will receive per diem if this occurs. In addition, the member is entitled to pay and allowances if travel continues after the end date until travel is complete. Member shall modify their NROWS orders to reflect the return after original end date for pay and allowances.

c. Travel Time. The formula for computing travel time is as follows:

(1) Airline reservations are made in compliance with reporting time. If the report time on the orders does not allow for same day travel, the member will travel the day before and is entitled to travel allowances per reference (c). It is imperative to include the travel itinerary with travel claim/voucher for future audit validation.

(2) Per reference (c), if a Sailor cannot complete return travel before 2359, they may travel the following day. COMNAVRESFORCOM N33 authorizes local disbursing offices to pay this travel day (per diem) without an order modification under circumstances where a travel delay was unforeseen. However, the member shall modify orders to reflect the correct end date for pay and allowances. If member’s travel was booked by CTO/SATO for the day following the last day of the orders, then per reference (d) member is entitled to pay and allowances until travel is complete.

505. Air Travel General. NAVPTO/CTO will endeavor to accommodate specific travel requests while adhering to reference (c) and other governing instructions. There are limited government contract seats on any given contracted flight. The timeliness of a request is essential to book a desired flight at the government contract price.

506. Scheduling Travel

a. It is the responsibility of the DTS AO to ensure that travel for orders is performed in accordance with reference (c). Specifically, AO (for DTS) shall compare the DTS authorization to the NROWS orders to ensure that travel was scheduled in accordance with reference (c) paragraph 020202 “scheduling travel.” The AO (for DTS) will verify that travel departure and arrival times coincide as nearly as possible with those needed to carry out the mission. In validating the DTS authorization, the AO (for DTS) will consider JTR factors including:

(1) Duty hours (standard 0700-1630).

(2) Duty requirements.
(3) The traveler’s comfort and well-being.

(4) The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless travel between 2400 and 0600 is required by the mission.

(5) Arranging transportation so that the traveler is scheduled to arrive the day before the report date (except when in accordance with paragraph 504, the member can travel and report the same date).

b. Every day of AT/ADT/IDTT orders incurs pay and allowances and either full or partial per diem for a member. It is the responsibility of both the members and the AO (for DTS) to ensure no additional days are scheduled before or after the dates required to perform the mission. It is the NRAs responsibility to validate that the DTS travel authorization scheduled by the member is fiscally responsible and auditable.

c. These examples are provided to assist the AO (for DTS) in validating DTS authorizations:

(1) Early Travel On First Day of Period of Duty - Not Reasonable. Member’s NROWS orders state the member has a report for duty no later than 0730 on 4 February YYYY. Member’s period of duty is 3 February YYYY to 15 February YYYY. Member submits a DTS itinerary for a flight on 1 February YYYY. The AO (for DTS) disapproves the DTS travel authorization because the travel for the orders should occur on 3 February for a report at 0730 on 4 February YYYY.

(2) Early Travel On Last Day of Period of Duty - Not Reasonable. Member has scheduled a 0800 flight on the last day of the period of duty. The AO (for DTS) examines the NROWS orders to see if they explain why the member is departing during standard duty hours (0700-1630). If necessary, the NRA should contact the member to understand why the member is not traveling after duty hours. If the member has no justification, the AO (for DTS) should not approve the authorization until the member has scheduled a flight in accordance with duty hours.

(3) Early Travel On Last Day of Period of Duty - Reasonable. Member has scheduled a 1400 flight on the last day of the period of duty. The AO (for DTS) contacts the member who justifies the early departure time based on the availability of flights and other travel computations that are necessary for the member to complete return travel by 2400. Since it is fiscally responsible to return the member before 2400 (when the member incurs another day of pay and allowances and partial per diem), the AO (for DTS) should approve the authorization.

(4) Return Travel From Hawaii/West Coast to East Coast. Return travel from Hawaii/west coast presents unique challenges because unlike most other distant locations, travel from Hawaii/west coast to most locations in CONUS requires an additional day to complete. NROWS and DTS system interfaces requires travel to begin on the final day of orders. This allows return travel from most locations and those that require travel over large distances when
NROWS orders are approved. For NROWS/DTS order processing, complete the following steps if travel extends into the next day:

(a) Step 1. Route and fund approve NROWS orders to end on last day of duty.

(b) Step 2. Book return travel in DTS that departs as soon as practical after duty is complete. Research has shown that there are GSA city pair departure options from Hawaii/west coast that depart after 2000 and arrive on the east coast next day.

(c) Step 3. Once travel is authorized, but before the orders begin, modify the NROWS orders to end on the day following the end of orders to account for the extra day of pay authorized during return travel. This modification will import into DTS and the member will simply accept the modification in DTS, leave the authorization as it is, resign and route it for re-approval.

507. Short-Lead Time Travel. Orders that are fund approved within 14 days for CONUS travel and within 30 days for OCONUS travel are considered short-lead time orders and may require a justification statement from the unit CO. Timely routing of orders is essential. After fund approval, orders must import from NROWS to DTS. Travel arrangements must be selected, booked, authorized, and ticketed in DTS. Orders not submitted in a timely manner cannot be guaranteed travel arrangements.

508. Emergency Travel. When an emergent requirement arises (Red Cross, natural disasters, mission critical, etc.) that requires COMNAVRESFORCOM N33 after hours travel support for orders and travel that begins within 24 hours or between 1300 EST Friday and noon EST Monday, the designated authority must contact the NROWS/DTS helpdesk to initiate emergent travel support.

a. The following are considered to be emergencies and will receive immediate priority:

(1) Red Cross messages (death or serious injury of an immediate family member). A copy of the Red Cross message must be provided to the NROWS/DTS helpdesk. The RC member will be returned to their PR. The NRA will be instructed to create an order modification to reflect the change in order dates, returning the member back to their PR. Modifications are not required prior to member traveling.

(2) Movement of required personnel in time of natural disaster.

(3) Movement of personnel required with special skills for search and rescue.

(4) Emergent travel for operational requirements that require travel within 24 hours or travel between 1300 EST Friday - 1200 EST Monday.

b. The following are designated authorities who can initiate mission critical travel:
(1) The Navy Reserve echelon 4 (RCC or wing) commander or his/her designated representative. The echelon 4’s are:

COMTACSUPWING FT WORTH    MARSUPWING SAN DIEGO
NAVREG MIDLANT RCC NORFOLK   NAVREG MIDLANT RCC GREAT LAKES
NAVREG SE RCC JACKSONVILLE   NAVREG SE RCC FORTWORTH
NAVREG RCC SW                NAVREG RCC NW
COMFLELOGSUPPWING FORT WORTH

(2) The NEPLO program manager and assistant program manager (for NEPLO emergency responses only).

(3) The JECC OSO and assistant (for JECC mission critical requirements only).

(4) The Submarine Force Atlantic OSO, Submarine Force U.S. Pacific OSO, Commander, Submarine Squadron Eleven (CSS-11) OSO, Undersea Rescue Command CO, executive officer or duty officer (for emergent submarine rescue missions only).

(5) The flag matters OSO (for Reserve flag officer emergent mission critical requirements only).

c. General procedures that will be followed:

(1) The designated authority will contact COMNAVRESFORCOM N33 during normal business hours and the NROWS/DTS helpdesk at (800) 537-4617 option 1 (travel within 24 hours/emergency travel) for the call to be placed at the top of the queue for the next available technician to initiate travel support.

(2) When the NROWS/DTS helpdesk technician answers the call, the designated authority will identify themselves, their command, and state they have mission critical travel. If the designated authority e-mailed authorization to the NROWS/DTS helpdesk, the caller will reference that e-mail authorization.

(3) The NROWS/DTS helpdesk will contact the COMNAVRESFORCOM N33 duty officer for travel authorization.

(4) If required, the COMNAVRESFORCOM N33 duty officer will contact the NRA/FA to expedite order processing.

(5) For DTS arranged travel, once the NROWS order is fund approved:

(a) Step 1. The traveler or NDEA will complete the DTS travel authorization.
(b) Step 2. CTO will book the transportation. If expedited processing is required, COMNAVRESFORCOM N33 duty officer will contact SATO after-hours duty.

(c) Step 3. The traveler’s AO (for DTS) must approve the DTS authorization.

(d) Step 4. CTO will ticket the transportation. If expedited processing is required, COMNAVRESFORCOM N33 duty officer will contact SATO after-hours duty.

(6) For SATO legacy travel, once the NROWS order is fund approved the COMNAVRESFORCOM N33 duty officer will contact NAVPTO after-hours to ticket transportation.

509. **Premium (First/Business) Class Travel.** The DoD mandates that coach (economy) class travel accommodations will be used for all transportation modes for all official government travel. A Navy Reservist request for premium (first/business) class travel accommodations must be routed through the traveler’s chain of command and forwarded to COMNAVRESFORCOM N33 for further routing. No other delegation is authorized.

**Note:** In addition to reference (c), COMNAVRESFORCOM requires a SELRES traveler to obtain premium class approval authority for either business or first class travel accommodations prior to departure.

510. **Travel to/From Home/Primary Residence to Include LOTH in NROWS for AT/ADT**

a. Travel on AT/ADT orders may originate and/or terminate at the following locations:

(1) From/to PR

(2) From/to LOTH/PR, PR/LOTH, or LOTH/LOTH

(a) Travel reimbursement is limited to the cost of a government ticket (city pair flight) from/to the member’s PR.

(b) For travel originating/ending at the duty station, travel is not authorized but per diem is payable at the duty location.

**Note:** All travel from/to a LOTH must be placed (charged) on the member’s GTCC. If the traveler does not have a GTCC then LOTH travel is not authorized.

b. During the order writing process, individuals may elect to request a change to their PR via NROWS if the PR for home is incorrect. Changes to the PR via NROWS constitute automatic authorization for the OWA to make the same change in NSIPS. OWAs will validate the change and should ensure entry of the change of the PR in NSIPS before routing the order. An address change is not authorized for personal business/reasons. Changing the PR for
unauthorized or fraudulent purposes will be considered a violation of the UCMJ and may result in disciplinary action against the offending member.

511. **Ticket Types.** To the maximum extent possible, CTO will use e-tickets for airline travel. The traveler will receive an e-mail itinerary once travel is ticketed by SATO New Orleans, usually 3 working days prior to travel. A valid e-mail address must be provided in NROWS and DTS to receive the e-mail. In cases where e-ticketing is not an option, CTO will ensure delivery of the ticket in sufficient time to execute the orders. Changes to travel requirements that affect funding (ticket cost) after final ticketing are not authorized, unless a modification is entered into NROWS. All changes (either personal or official business) to ticketed airline reservations must be made through the NROWS/DTS helpdesk at (800) 537-4617. The CTO is not authorized to make changes to the ticketed reservation without approval from COMNAVRESFORCOM N33 travel helpdesk. This process ensures that a member’s travel supports the NROWS order data.

512. **Unused Tickets/Cancellations.** SATO New Orleans will automatically credit/refund an unused ticket back to the line of accounting charged, which is then processed though Reserve Integration Management System FM and passes the credit to NROWS. Credits for unused e-tickets and e-ticket cancellations will occur without intervention. The traveler should contact NROWS/DTS helpdesk to insure that the refund has been processed.

513. **Rental Cars.** When a rental car is authorized in the NROWS orders, CTO will reserve a rental car for the traveler upon initial request. If a modification to add a rental car is submitted after travel has begun, the member shall contact the NROWS/DTS helpdesk, at (800) 537-4617, to request assistance in rental car booking. The default location for rental car pick-up and drop-off is at the airport of arrival, but a different location may be entered via NROWS. If a rental car other than a compact car is required for the mission, provide justification in the “special instructions for travel” box, and add a non-standard paragraph authorizing the use of required vehicle.

514. **Privately Owned Vehicles.** Per reference (c), POV travel is classified as either advantageous or not advantageous to the Government based on one-way mileage. POV travel is not advantageous if the one-way travel is greater than 400 miles, as determined by the defense table of official distances, [http://www.defensetravel.dod.mil/mobile/views/mileage/mileage.cfm](http://www.defensetravel.dod.mil/mobile/views/mileage/mileage.cfm). Before approving POV travel, consider the following:

a. **Advantageous (One Way Travel Not To Exceed 400 Miles).** While the OS may authorize this category of travel, it cannot be directed in lieu of other forms of government sponsored travel. If the AO (for DTS) authorizes POV travel, the member will only receive 1 day of travel entitlements to and from their duty location, not to exceed 400 miles.

b. **Not Advantageous (One Way Travel That Is Greater Than 400 Miles).** While this mode of travel may be authorized for the convenience or preference of the member, it is strongly discouraged. The NROWS OS must inform the member that they are entitled to only 1 travel-day for the purposes of pay and allowances, regardless of the duration of travel. One-way
mileage will only be reimbursed not to exceed the cost the government would have incurred if travel was used by the authorized mode. A constructed travel worksheet is required. Only costs associated with the authorized transportation mode can be included (i.e., airfare or transportation to/from airport). No other costs are added to the computation, including rental car costs. Due diligence should be exercised by the OS when authorizing this category of travel. Individuals injured in an accident that occurs enroute to duty before the travel day (i.e., before the traveler is in an official travel status) may not be eligible for benefits and medical care normally available in a duty status.

515. **Commercial Chartered Buses.** Funding and approval for bus use is managed by COMNAVRESFORCOM (N8) and does not affect local funds. The OS will use the MTR function in NROWS to request buses. Bus requests should be submitted at least 30 days prior to travel to allow both sufficient processing time and flexibility in making alternate travel arrangements, in case a bus is determined to be not advantageous to the Government. MTRs are separate from the orders, so there should be no delay in submission after the requirement is identified. The NRA CO is directly responsible for contacting the charter company to ensure cancellation. Cancellation of buses must be completed 48 hours prior to pick-up date. Failure to do so will incur a cost to the Government.

516. **IDTT.** IDTT is IDT with associated travel from members home, permanent or administrative drill site, or LOTH to a TDY location (not their permanent/administrative drill site). In all cases reimbursement is limited per reference (c). AO (for DTS) shall ensure travelers are aware of the reimbursement limitations prior to approving IDTT.

517. **Submitting Reimbursement Packages.** In accordance with reference (c), it is a mandatory policy that all uniformed service members use an available defense travel management office contracted CTO (SATO New Orleans) for all official transportation requirements (air tickets and rental cars). Reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through CTO (air and rental cars). Reimbursement packages are submitted as outlined below:

a. A completed legacy NROWS (SATO) package should include the following:

   (1) The reimbursement cover letter (appendix K).

   (2) A copy of the member’s endorsed orders, along with all modifications to those orders (if applicable).

   (3) Receipts for airfare and/or rental car expenses.

   (4) If the receipt is foreign and shows the amount in a currency other than U.S. dollars, the NRA should include a currency converter sheet with the package. The document needs to show how reimbursement was calculated (e.g., phone conversation between NRA/SATO or copy of cost letter from SATO).
(5) Submit a NROWS remedy ticket, by accessing the NROWS home page, on the left side click create trouble ticket online, then click new request or by contacting the NROWS/DTS helpdesk at (800) 537-4617.

**Note:** Per reference (b) and (c), IDTT reimbursement is calculated differently than AT/ADT Orders. See reference (c), paragraph 032303 and table 3-8 for authorized allowances.

b. A completed DTS package should include the following:

(1) The reimbursement cover letter (appendix K).

(2) A copy of the members endorsed orders along with all modifications to those orders (if applicable).

(3) The member or the NRA needs to contact the respective servicing PSD/SATO to obtain the government rate for the airline ticket and include the government transportation request in the DTS voucher for reimbursement.

(4) Receipts for either airfare or rental car expenses.

(5) If the receipt is foreign and shows the amount in a currency other than U.S. dollars, the NRA should include a currency converter sheet with the package. The document needs to show how reimbursement was calculated (e.g. phone conversation between NRA/SATO or copy of cost letter from SATO).

**Note:** Per reference (b) and (c), IDTT reimbursement is calculated differently than AT/ADT orders. See reference (c), paragraph 032303 and table 3-8 for authorized allowances.
CHAPTER 6

ORDER PROCESSING

601. Order Processing. While NROWS relieves the majority of lead-time requirements previously needed under legacy systems, it is important to be aware of other time constraints when processing orders. All NROWS users should review the various order processing timelines below.

a. Travel Advance. SELRES who are non-GTCC holders and require a travel advance should enter an application early enough to account for processing time by their supporting PSDs or through DTS. PSDs generally require 10-14 days to process an advance by EFT.

b. Country Clearance Requirements. Most country clearance messages require a copy of the traveler’s itinerary. Orders for travelers requiring country clearances should be entered in sufficient time for NAVPTO/CTO to provide an itinerary prior to country clearance request deadlines. In extreme cases, the host country may require up to 60 days advance notice of the SELRES’s arrival. Reference (i) will provide up-to-date country clearance requirements.

c. Group Travel. Requests for group travel should be coordinated through COMNAVRESFORCOM N33 at least 30 days in advance of desired travel start date.

d. Airline Seat Availability. Normally there are a limited number of airline seats available at the government fare. As flights are filled, seating on a particular flight may no longer be available at the government fare, requiring either alternate flight arrangements or more costly ticketing. Timely submission of applications will help ensure desired flights are obtained at the best fare.

e. Order Endorsement. In order to confirm that the training or duty was performed as ordered, the completed orders shall be endorsed by the gaining command in the endorsement stamp block on the last page of the NROWS orders. In the absence of an endorsement, the SELRES must contact the gaining command to receive an “after the fact” endorsement.

**Note: Neither the traveler, unit or the NRA is authorized to endorse these orders.

602. Confirmation Orders. Confirmation orders are NROWS orders with or without associated travel that are approved for funding after midnight of the order start date. An unusual situation such as a regional or national emergency may require that official duty begin/be performed before a written order can be issued. However, these cases are extremely rare and every effort shall be made to avoid issuing confirmation order. For emergency travel, see section 508 for orders requiring immediate processing. If official duty is required to start prior to the completion of a formal (NROWS) order, a verbal order by a competent authority may be given. COMNAVESFORCOM N33 shall be immediately contacted for situational awareness and to
provide additional guidance. A confirmatory written (NROWS) order must promptly be issued at the earliest convenience but no later than 5 days following the verbal order. Requests for confirmation orders that do not meet the aforementioned regional/National emergency criteria require approval by COMNAVRESFORCOM and most requests will be denied.

**Note 1:** Delays in the normal order issuing process are NOT grounds for confirmation orders.

**Note 2:** Failure to approve orders in a timely manner or a Navy Reservist failing to get approved orders endorsed properly by the gaining command may result in the member not receiving financial reimbursement. If it is discovered that a Reserve member is performing official duty without approved and endorsed orders, the member should cease work and orders properly submitted and approved.

a. In addition to meeting the circumstances above, a verbal order shall meet these three criteria:

1. **Given in advance of travel.** Every attempt should be made to utilize SATO for travel arrangements prior to confirmatory travel. See JTR paragraph 010206 for confirmatory travel order procedures and allowances.

2. **Approved by competent authority.** Competent authority is the senior military assigned to the command with the authority to obligate the funds.

3. **COMNAVRESFOR** notified immediately of the situation and intent to provide confirmation orders/confirmatory travel.

4. **Written (NROWS)** orders issued within 5 days of the start date which includes the date of the verbal order.

b. The command authority issuing the verbal order must notify COMNAVRESFORCOM N33 immediately of their intent, and when able, provide COMNAVRESFORCOM a formal written request for approval (appendix L). Letters shall be submitted through the COMNAVRESFORCOM N3 customer service inbox (CNRFC_N3_Requests@navy.mil) and include an endorsement by the echelon 4 commander. The subject line of the e-mail shall be “Confirmation Order (NROWS Tracking Number).” Confirmation orders must be entered into NROWS as soon as practical, but no later than 5 days after order start date. There are several impacts that must be considered before issuing confirmation orders:

1. There is inherent risk in an oral order for a Reserve Sailor because they are not in a duty status and therefore not covered in the event of injury, illness, or death. NROWS orders ensure that all requirements for duty status are met (i.e. mission operationally required, individual is administratively prepared, and fiscal authority to expend available funds exists).
Additionally, Reservists issued oral orders are not covered by the SOFA and are not subject to the UCMJ. Further, without written orders, civilian officials and military personnel may question or delay a Reservist in their mission. Due to these risks, orders that involve putting a Reservist into a duty status after the fact require approval by COMNAVRESFORCOM.

(2) Obligation of Funds. The commanding officer issuing the confirmation order must ensure sufficient funds are available prior to issuing the oral order.

(3) Reimbursement of travel charges resulting from confirmation orders will not exceed the cost that would have been incurred had the travel been procured by the CTO.

(4) Expenses incurred before receipt of a written/verbal order are not reimbursable.
CHAPTER 7

SCHOOL QUOTA MANAGEMENT

701. Quota Responsibility. The requesting member’s NRA unit CO will ensure a valid quota reservation exists to support travel to any school other than “A” or “C” school. COMNAVRESFORCOM N7 will retain responsibility and authority to coordinate enrollment and funding to attend “A” school and NEC awarding schools.

702. Obtaining Quotas. The NROWS software is designed to automatically route all order applications with course identification numbers and/or course data processing code numbers to the consolidated COMNAVRESFORCOM N7 school division for verification and approval. COMNAVRESFORCOM N7 will apply the below procedures when reviewing orders applications to schools:

   a. For “A” Schools and Navy Enlisted Classification Awarding “C” Schools. COMNAVRESFORCOM N7 coordinates enrollment to Navy “A” schools and NEC awarding “C” schools for all SELRES. To obtain “A” school and NEC awarding “C” school dates, command training officers must communicate with COMNAVRESFORCOM N7 to request and receive approval to enroll a member into a Navy “A” school or NEC awarding “C” school before submitting an order request via NROWS. COMNAVRESFORCOM N7 will ensure sufficient ADT (school) funding is available and obtain the quota. COMNAVRESFORCOM N7 school quota and contact information can be found on the Navy Reserve Web site under “N7” and the “PRISE-R A-schools” tab. Requests for “A” school quotas can be e-mailed to cnrfc_priser_quo.fct@navy.mil. Requests for “C” school quotas can be e-mailed to cnrfc_quotas@navy.mil.

   b. Other Than “A” School and NEC Awarding “C” Schools. For all schools other than “A” school and NEC awarding “C” schools, commands shall obtain quotas directly from the quota control agent identified in CANTRAC or applicable school course catalog. Echelon 4/5 commands should have access to ENTRS to facilitate quotas requests online. COMNAVRESFORCOM N7 approves these orders to confirm quota availability.

   c. Naval Justice School. All Naval Justice School quotas are controlled by COMNAVRESFORCOM N00J. Quotas for Naval Justice School courses shall be obtained directly by a command by obtaining a course quota control number from COMNAVRESFORCOM N00J at commercial (757) 322-5621. Order applications without a course quota control number shall not be approved.

   d. Navy Chaplain School. Navy Chaplain School quotas are obtained per subparagraph 702b.

   e. Continuing Medical Education Schools. For a Navy Continuing Medical Education School, request a quota via your chain of command. Approved quotas will be funded by
COMNAVRESFORCOM N7. The exception is for Expeditionary Medical Facility and Operational Health Support Unit medical personnel who will request a quota and receive funding from the BUMED (M10) Operational Support Office. Commands may coordinate with COMNAVRESFORCOM N7 at (757) 322-6586 or with BUMED (M10) at (703) 681-9213. Order applications without a course quota control number shall not be approved.

703. **Validating Course Prerequisites.** Unit COs must ensure that applicants meet all course prerequisites as published in the CANTRAC or other applicable course catalogs. CANTRAC is available to all Navy military personnel. All applications for “A” schools shall be forwarded to COMNAVRESFORCOM N7 at cnrfc_priser_quo.fct@navy.mil on a command approved NAVPERS 1306/7.

704. **Security Clearances.** The requesting member’s command/NRA will provide the school with clearance information and/or security program indoctrination via a certified copy of OPNAV 5520/20, naval message or other method as identified by the school itself.

705. **Tuition and Related Fees.** RPN funding shall not be used to pay tuition, conference fees, laboratory consumables or related training charges. These expenses must be paid from Operational and Maintenance Naval Reserve accounts. Applications for courses levying such charges will require a completed agreement certification of training reimbursement with funding drawn from the applicable echelon 4. Examples include reimbursement for enrollment in courses such as those taught by a state maritime academy, local community colleges, civilian vocational schools, and other institutions certified by a computer network designated local training authority.

706. **Cancelling Orders and School Quotas.** Cancelling a travel order and the associated school quota are two distinct and different actions. NRA/unit COs must ensure that whenever orders to a school are cancelled the quota control authority for the school is also notified to prevent no-shows and under-used school quotas. The command OS is responsible for cancelling the member’s orders in NROWS and DTS if applicable, which allows obligated funds to be returned back to FAs for reallocation.
CHAPTER 8

TRAINING

801. General. NROWS training is mandatory for all personnel responsible for entering and/or managing AT/ADT/IDTT order requests in NROWS. DTS training is available for all personnel in accordance with paragraph 805.

802. Formal Training. Formal classroom training is highly recommended for all personnel assigned to duties as NROWS FM, FA, and OS. The Navy Reserve Professional Development Center New Orleans provides formal training. Refer to the annual NAVRESPRODEVDOCNOTE 1500 for quota control procedures and convening dates. For more information regarding course data, members may also log into, https://app.prod.cetars.training.navy.mil/cantrac/vol2.html.


804. NROWS Embedded Training. NROWS contains help screens within the application demonstrating the keyboard actions required to enter and approve orders.

805. DTS Online Training. The following web-based DTS courses are required for all DTS positions from traveler up through LDTA. The CO of the NRA is responsible to ensure all required training is completed. These courses are mandated by reference (l) and chapter 2 of reference (e) and are available to complete online in DoD TRAX, https://www.defensetravel.dod.mil/Passport/.

a. Travelers. Anyone who travels via the DTS.

   (1) DTS (Basic) - About DTS.

   (2) DTS (Basic) - DTS Travel Documents (DTS 101).

   (3) Programs & Policies - Travel Policies.

   (4) Programs & Policies - Travel Card Program (Travel Card 101).

b. AOs. Includes AOs, certifying officers, and ROs.

   (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher).

   (2) DTS (Basic) - About DTS.

   (3) DTS (Basic) - DTS Travel Documents (DTS 101).
(4) Programs & Policies - Travel Policies.

(5) Programs & Policies - Travel Card Program (Travel Card 101).

(6) AO/RO - DTS Approval Process.

c. **Non-DTS Entry Agent.**

   (1) DTS (Basic) - About DTS.

   (2) DTS (Basic) - DTS Travel Documents (DTS 101).

   (3) Programs & Policies - Travel Policies.

   (4) Programs & Policies - Travel Card Program (Travel Card 101).

   (5) DTS (Basic) - Non-DTS Entry Agent.

d. **Financial Defense Travel Administrator.**

   (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher).

   (2) DTA (Defense Travel Administrator) - DTA Maintenance Tool: An Overview.

   (3) DTA - Reports.

   (4) FDTA - Budgets/Lines of Accounting.

   (5) Programs & Policies - Travel Card Program (Travel Card 101).

e. **Budget Defense Travel Administrator.**

   (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher).

   (2) DTA – Reports.

   (3) FDTA - Budgets/Lines of Accounting.

   (4) Programs & Policies - Travel Card Program (Travel Card 101).

f. **Debt Management Monitor.**

   (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher).
(2) DTS (Basic) - About DTS.

(3) DTS (Basic) - DTS Travel Documents (DTS 101).

(4) FDTA - Debt Management Monitor.

(5) Programs & Policies - Travel Card Program (Travel Card 101).

g. Organization Defense Travel Administrator.

   (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher).

   (2) DTA - DTA Maintenance Tool: An Overview.

   (3) DTA - DTA Maintenance Tool classes: Groups, Organizations, Routing Lists, People.

   (4) DTA - Reports.

   (5) Programs & Policies - Travel Card Program (Travel Card 101).
CHAPTER 9

DTS IMPORT/EXPORT

901. General Description. DTS is a web-based end-to-end paperless electronic temporary duty travel system that allows the member to request, construct, and liquidate travel online. DTS provides the user with multiple choices for travel arrangements including transportation, hotel rooms, and rental cars. In addition, a DTS traveler can complete the post travel voucher online and arrange GTCC reimbursement. The DoD has mandated the use of DTS for all travel. NROWS orders will be imported into DTS and the SELRES will receive notification via e-mail to make commercial air, rental car, and lodging reservations in DTS. Follow references (c), (e) through (h), and (l) for DTS procedures.

a. SELRES Ability
   
   (1) Input and update DTS travel online.
   
   (2) Include travel preferences in a personal profile.
   
   (3) Input and digitally sign actual trip information.
   
   (4) Use actual trip information to prepare a claim.
   
   (5) Review the status of a trip record at any time.
   
   (6) Digitally sign and electronically route for approval.
   
   (7) Input and digitally sign a supplemental voucher for travel that has previously been liquidated.
   
   (8) Receive quicker travel reimbursements.
   
   (9) Electronically attach receipts/substantiating documents to the trip record.

b. Command Ability
   
   (1) Receive electronic trip records faster to improve the approving process.
   
   (2) Verify compliance with travel policy.
   
   (3) Increase productivity and record keeping capabilities.

902. DTS Requirements. PKI is required in DTS to digitally sign and approve electronic travel documents. Support middleware (active card gold) and DBSign may be required to be
installed before the PKI tools identified below can be executed. Microsoft Windows 7 computers and newer should not require active card gold. DBSign is a DoD enterprise licensed product on all NMCI computers or can be downloaded from the DTS Web site by non-NMCI users. Navy’s tools for PKI are:

a. **Common Access Card.** For NMCI users, the CAC will be the tool used to digitally sign documents. The SELRES is responsible for ensuring that they obtain a CAC in order to access DTS.

b. **Common Access Card Reader.** The SELRES is responsible for ensuring that they obtain a CAC reader from their NRA in order to access DTS on non-NMCI computers.

903. **DTS Roles and Responsibilities.** A DTS user’s role determines their responsibilities, permissions, and access to DTS. The section below describes the roles and responsibilities within DTS, the permissions, and access required for each role. Since individuals can perform multiple roles within DTS, commands must ensure that DTS roles, permissions, and access are in compliance with NAVADMIN 393/11 and appendix M. Further instructions regarding SODs within DTS can be found on the NAVSUP Consolidated Card Program Management Division (CCPMD) Web site, https://my.navsup.navy.mil/webcenter/portal/ccpmd?_afrLoop=19440535348550370&_adf.ctrl-state=94cizvvg0_106#!%40%40%3F_afrLoop%3D19440535348550370%26adf.ctrl-state%3D94cizvvg0_110 and references (f) and (l).

**Note:** The NAVSUP CCPMD Web site requires all members to register an account. To find reference (l), click on the DTS tab, then the policies tab.

a. **Lead Defense Travel Administrator (echelon 2 only)**

(1) **Permissions.** 0, 1, 2, 3, 4, 5, 6.

(2) **Access.** Organization access for the echelon 2, group access for the echelon 2, read only access administrator at the MAJCOM level and management information systems reports.

(3) **Profile Indicator(s).** Manually entered transaction, NDEA (t-entered), DMM, and self-AO approval.

(4) **Appointment Requirement.** DD form 577.

**Note:** Serves as the MAJCOM point of contact to NAVSUP Navy DTS Project Management Office. The LDTA shall not be part of any routing list and will not create, edit, or adjust any traveler’s documents.

b. **Organization Defense Travel Administrator**
(1) **Permissions**

(a) An echelon 3 or echelon 4 ODTA will be the primary ODTA for all DTS organizations that fall under their hierarchy and shall have DTS permission levels 0, 1, 2, 3, 4, 5, 6.

(b) An echelon 5 ODTA (NRA level) for the active or reserve DTS organization shall have DTS permission levels 0, 1, 2, 5.

(2) **Access.** Organization access for the organization, group access, and read only access administrator/user.

(3) **Profile Indicator(s).** Manually entered transaction, NDEA (t-entered), DMM, and self-AO approval.

(4) **Appointment Requirement.** DD form 577.

**Note:** ODTA will have all profile indicators selected only for the purposes of granting it to other DTS users as required. The ODTA shall not be part of any routing list and will not create, edit, or adjust any traveler’s documents.

c. **Financial Defense Travel Administrator**

(1) **Permissions.** 0, 1, 3, 5, 6.

(2) **Access.** Organization access and read only access for the top level organization of the FDTA’S area of responsibility.

(3) **Profile Indicator(s).** Manually entered transaction.

(4) **Appointment Requirement.** DD form 577.

**Note:** FDTAs shall never be part of any routing list and will not create, edit or adjust any traveler’s documents. In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities.

d. **Budget Defense Travel Administrator**

(1) **Permissions.** 0, 1, 3.

(2) **Access.** Organization access and read only access for the top level organization of the budget defense travel’s area of responsibility.

(3) **Profile Indicator(s).** Manually entered transaction.
(4) **Appointment Requirement.** DD form 577.

**Note:** Budget Defense Travel Administrators shall never be part of any routing list and will not create, edit, or adjust any traveler’s documents.

e. **Debt Management Monitor**

   (1) **Permission.** 0, 6.

   (2) **Access.** Organization access, read only access for the top level organization of the area of responsibility.

   (3) **Profile Indicator(s).** DMM.

   (4) **Appointment Requirement.** DD form 577.

**Note:** Debt management is a requirement of the DoD FMR; one or multiple FDTAs within a MAJCOM may perform the DMM role in DTS.

f. **Reviewing Official**

   (1) **Permissions.** 0, 2.

   (2) **Access.** Read only access for the top level organization of the reviewing official’s (RO) area of responsibility and should never have group access.

   (3) **Profile Indicators.** None.

   (4) **Appointment Requirement.** None.

**Note 1:** An RO is an optional DTS role and does not require a DD form 577. ROs will not be granted group access to traveler’s documents. ROs will only have access to view and adjust documents through the “route and review process/documents awaiting your approval” link and will only apply the “reviewed” or “returned” stamps.

**Note 2:** Within 2 weeks of appointment and before reviewing any documents, a COL Public Law 104-106 training course as defined in subparagraph 805b, must be completed. A printed certificate of the course completion needs to be provided to the NRA CO. Training can be completed via TRAX, https://www.defensetravel.dod.mil/Passport.

g. **Authorizing Official**

   (1) **Permissions.** 0, 1, 2.
(2) **Access.** Organization access and read only access for the top level organization of the AO’s area of responsibility and should never have group access.

(3) **Appointment Requirement.** DD form 577.

(4) **Profile Indicator(s).** None.

**Note:** Within 2 weeks of appointment and before approving any documents, a COL Public Law 104-106 training course as defined in paragraph 805 must be completed. A printed certificate of the course completion needs to be provided to the NRA CO. Training can be completed via TRAX, [https://www.defensetravel.dod.mil/Passport](https://www.defensetravel.dod.mil/Passport). The AO for DTS must be appointed in writing using the DD form 577. When this appointment expires, the DD form 577 is updated to terminate the appointment and access to DTS, and the route and review module are reduced to the lowest level required to perform any remaining duties.

h. **Non-DTS Entry Agent**

(1) **Permissions.** 0, 5.

(2) **Access.** Group access for the top level group in the NDEA area of responsibility and should never have organization access.

(3) **Profile Indicator(s).** NDEA “t-entered”.

(4) **Appointment Requirement.** By letter signed by the NRA CO.

**Note:** A NDEA may be a military member, DoD employee or a contractor responsible for entering claims for reimbursement in DTS for travelers that do not have reasonable access to DTS. The NDEA shall not be part of any routing list.

i. **Traveler**

(1) **Permissions.** 0.

(2) **Access.** None.

(3) **Profile Indicator(s).** None.

(4) **Appointment Requirement.** None.

**Note:** Reserve profile (SSN + “R”) will not be detached from the DTS organization. When a Reserve member transfers to another NRA, they are required to update NSIPS which will update NROWS with the new NRA. After NROWS reflects the updated NRA and the SELRES submits orders through NROWS, the new DTS organization will populate in DTS.
904. **First Time DTS Users Responsibility.** All first time DTS users must-log in to DTS and when prompted, enter a 10 digit social security number followed by an “R” (i.e., 123-45-6789R). If the individual does not have a personal profile loaded in the system, the individual will be prompted to self-register. Commands are directed to include DTS registration and/or DTS profile validation on the local check-in/indoc procedures. Care shall be taken to not confuse the member’s Active Duty profile with their Navy Reserve profile.

a. **Self-Registration.** The initial requirement of self-registration is to find the geographic location and command that the SELRES will affiliate with. Once location and command are selected, the SELRES will be prompted to complete registration. Prior to making the first travel request in DTS, SELRES should update profiles with personal preferences for official business travel and verify that all data is correct. At a minimum SELRES should verify that the following information has been loaded and is correct:

   1. Home address, work address, and phone numbers.
   2. Emergency point of contact.
   3. Bank account number and bank routing number.
   4. GTCC number and expiration date, if applicable.
   5. Frequently accessed e-mail address (for DTS notifications).

b. **GTCC.** The SELRES/cardholder must ensure that their GTCC is activated 5 business days prior to travel by contacting their NRA APC.

c. **Cross-Assigned Out.** Cross-assigned out SELRES should self-register for DTS under their permanent unit, not the unit to which they are cross-assigned.

905. **DTS Travel Authorization.** All order modifications shall be initiated through NROWS. The member is responsible for amending the initial authorizations sent from NROWS to DTS, inputting amendments from NROWS modifications and post trip vouchers. Members shall not initiate a travel voucher prior to ending their orders. SELRES are also liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. § 287, 18 U.S.C. § 1001, and 31 U.S.C. § 3729).

a. **Air Transportation.** All flight reservation requests must match NROWS orders. SELRES on official orders are required to use the contract carrier (GSA city pair) unless a specific exception is provided by COMNAVRESFORCOM N33. Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and reference (c).
b. **Bus Travel.** SELRES shall make bus travel requests through DTS using CTO assistance in the reservation module. Because DTS does not have direct connectivity to the various bus lines, CTO assistance in booking must be requested. After CTO has booked the travel, SELRES should confirm that reservations were made as requested.

c. **Rail Travel.** SELRES shall make rail requests through DTS using CTO assistance in the CTO reservation module. When requesting rail, users must be aware that live rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of CONUS AMTRAK train schedules. The user should ensure that all applicable remarks for rail travel are filled in the comments field prior to submitting the request. After the CTO has booked travel, the SELRES should confirm that reservations were made as requested. Because AMTRAK issues tickets, the SELRES is responsible for making arrangements with the CTO for delivery of tickets. Foreign rail tickets cannot be reserved using the DTS and are often not available through CTO.

906. **Lodging/Messing**

a. **Government Quarters.** All government lodging must be arranged through DTS. Specific policy for lodging can be found in reference (c).

b. **Government Messing**

   (1) **Available.** A government mess must be used to the maximum extent practical by members quartered on U.S. installations. A government dining facility/mess is available only if government quarters on a U.S. installation are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. Only the NRA unit CO or his representative can endorse the NROWS orders on the availability of messing.

   (2) **Messing Not Available.** A government mess is not available:

   (a) When government lodging on a U.S. installation is not available to a member, while on official travel.

   (b) On travel days.

   (c) When an AO (for DTS) determines:


   2. There is excessive distance between the mess and places of duty and/or lodging.

   3. Transportation is not reasonably available between the mess and places of duty and/or lodging.
4. Duty-hours and mess operating-hours are not compatible.

(3) Government Meal Rate and Proportional Meal Rate Documentation. An authorization/travel order must direct the government meal rate or proportional meal rate. If one of these rates is directed, but the government mess is not available, the member must be reimbursed at one of the following rates:

(a) The locality meals and incidentals expenses rate if all three meals were not available.

(b) The proportional meal rate if one or two meals were not available; the traveler shall provide a letter from the installation or the supported command, uploaded as a substantiating record to justify payment for other than government meal rate. An authorization/order modification serves to document the meal rate change.

c. Commercial Lodging. DTS provides users with the ability to search for commercial lodging using different search criteria: TDY location, hotel name, proximity to an airport, proximity to a city or proximity to a zip code. DTS returns hotels under two different rate tabs “gov’t safety compliant lodging” and “other published rates.” These rate tabs may then be sorted at the SELRES discretion by distance, rate range, or hotel name. SELRES should go to the “per diem entitlements” page under the “expenses” menu selection and update the lodging costs to the daily billeting rate. All TDY lodging arrangements should be booked through the contracted CTO if available. Exceptions are as follows:

(1) If SELRES are attending a conference that requires staying at a particular hotel or lodging facility.

(2) If lodging is arranged by another service or organization.

(3) If SELRES can confirm a hotel arrangement via the hotels phone reservation line. If cancelling reservations, SELRES are responsible for confirming cancelled reservations directly with the hotel after cancelling the travel in DTS.

**Note: If a SELRES does not have an IBA/GTCC, the CTO will require a personal credit card to hold lodging reservations.

907. Rental Cars. Per reference (c), if a rental car is authorized in accordance with the imported NROWS orders, the DTS default for rental cars is set for a compact car.

a. SELRES Requirements

(1) Select the least costly rental car at time of travel.
(2) Provide justification on the NROWS order if they select a car size larger than compact and/or do not select the lowest priced rental car.

(3) The RO/AO for DTS must ensure that SELRES provide adequate justification for any rental car upgrades from a compact.

(4) SELRES may receive a message that government rates are not available. In this case, the SELRES should request a rental car though CTO assistance. SELRES should also request a rental car on the premises of the airport, if this is a requirement.

**Note: Currently, only rental cars at airport locations are listed in DTS. If a SELRES requires a rental car at an off-airport location, the SELRES should request a rental car in the CTO assistance comments section, ensuring to annotate the specific location and time they would like to reserve the rental car.

908. Short Term and Last Minute Travel. All reservations should be made in DTS. If confirmation of ticketing is not received from the CTO in a reasonable time, SELRES shall contact their NRA. If last-minute travel is necessary and occurs over the weekend, SELRES shall contact the NROWS/DTS helpdesk (800) 537-4617. The ticket must be purchased prior to departure or with COMNAVRESFORCOM N33 approval at the airline counter with the SELRES GTCC. Upon return SELRES (or NDEA) must create the authorization from the imported NROWS orders and subsequently the voucher in DTS. When creating the authorization, SELRES should not make reservations but must document actual costs before signing the document. Because travel has already occurred, transportation cost data must be entered in “other trans” section on the authorization.

**Note: Only COMNAVRESFORCOM N33 can authorize/grant permission to purchase an airline ticket.

909. Changes to Travel Reservations

a. Prior to Ticketing. The CTO shall not make changes to a SELRES selected reservation without authorization to do so from the SELRES and/or AO (for DTS). Before ticketing, changes should be made using DTS. In the rare case when the unit and SELRES cannot access DTS, changes to the reservations can be made by phone with SATO New Orleans.

b. After ticketing of travel. All changes (either personal or official business) must be made through the NROWS/DTS helpdesk (800) 537-4617.

c. Required Steps. SELRES are required to obtain approval from the AO (for DTS) before making any changes to the approved travel authorization. If changes are necessary after tickets are purchased by the CTO or while in a TDY status, SELRES must contact the NROWS/DTS helpdesk to make changes.
d. **Cost of Changes.** Changes could result in the SELRES or COMNAVRESFORCOM initially being charged by both airlines with the credits not reflecting on the bill until the following billing cycle. SELRES are responsible for tracking these changes and maintaining confirmation numbers and receipts. SELRES will not be reimbursed for the cost of changes made as a convenience to the SELRES.

910. **Cancellation of Travel.** The NROWS order must be cancelled prior to the DTS authorization being cancelled. Failure to follow this procedure will not de-obligate the funds and will not send the funds back into NROWS. Detailed DTS cancellation procedures can be found in reference (g).

**Note:** SELRES should cancel directly with the lodging facility to ensure no-show charges are not applied to their account. SELRES should ensure that a cancellation number is received. Any no-show charges applied to the SELRES account is the sole responsibility of the SELRES. SELRES are responsible for any costs associated with negligence in cancelling travel arrangements.

911. **Unused Tickets**

a. **Notification.** SELRES must notify SATO New Orleans via the NROWS/DTS helpdesk, of any unused or partially unused tickets as soon as possible. SATO is able to process the credit rapidly if the unused ticket is reported prior to a flight departure. Unused tickets must be returned in the manner they were received.

b. **CBA.** If the form of payment for the unused ticket was the CBA, SELRES must amend the DTS travel authorization and/or voucher, this ensures that the credit is applied to the CBA. Amendments/cancellations in the system will adjust the financial systems obligation and expenditure.

c. **IBA.** If the form of payment for the unused ticket was the IBA/GTCC, SELRES need to ensure that the credit is made to the IBA/GTCC and the travel authorization and/or voucher are amended to document the unused/cancelled portion and the decreased reimbursement to the SELRES. Amendments/cancellations in the system adjust the financial systems obligation and expenditure.

912. **Emergency or Enroute Travel Assistance.** SELRES shall call the NROWS/DTS helpdesk, (800) 537-4617, for after-hour or enroute assistance when making itinerary changes. SELRES are required to notify their unit of any travel changes that would incur additional travel costs. Upon return, SELRES must amend their NROWS orders as required prior to submitting the DTS voucher, as all changes can adjust the financial systems obligation and expenditure.

913. **Travel Advances.** Travel advances must be added to the DTS authorization prior to approval and shall be approved only as required to perform the mission. An advance allows SELRES to obtain necessary funds before trip departure. Advances are limited to those SELRES
who do not have a GTCC. The DTS AO/NRA CO must approve the request in the authorization before electronic disbursement.

914. **Schedule Partial Payments.** Must be added to the DTS authorization prior to approval and allow a SELRES to be reimbursed periodically for travel expenses. This function is only allowed for trips lasting 45 days or more. When selected, a partial payment schedule is set up to pay the SELRES every 30 days. If changes are made to an authorization during the TDY, future SPP are adjusted accordingly. Adjustments should not be made for previously paid periods.

915. **Travel Claim/Voucher**

a. **Instructions.** For detailed instructions on processing travel vouchers, refer to chapter 4 of reference (g).

b. In accordance with reference (e), travelers are required to file their travel vouchers/claims within 5 working days from the return date of the travel. All reimbursements will default to a split electronic payment to the bank (travel card vendor) and the traveler’s personal bank account if the traveler has an issued GTCC. The commercial transportation, rental car, and lodging expense reimbursements are forwarded to the government travel card vendor. Other expense reimbursements are forwarded to the traveler’s personal bank account as indicated in the profile. The traveler is responsible for changing the payment criteria as deemed necessary. Any funds not forwarded directly to the travel card bank are the full responsibility of the traveler. Any major changes in cost to the initial authorization must be justified and documented in the comments section. Travelers who have not submitted a travel claim within 5 days from the date the duty ended shall not receive additional IDTT, AT, ADT, or ADSW orders until all outstanding travel claims are submitted.

**Note: Tuition, course fees, conference fees, or registration fees cannot be paid through DTS. These fees are considered training expenses and should be paid with a SF 1164 (Reimbursement for local travel) or with a government purchase card. Follow guidelines established by your RCC comptroller’s office.**

c. The SELRES will fax or scan all records for inclusion in the DTS Substantiating Records tab as follows:

(1) NROWS orders endorsed by the gaining command (original and all modifications).

(2) Final SATO itinerary (e-ticket receipt which is e-mailed to the traveler by SATO New Orleans at ticketing).

(3) All finalized lodging receipts (itemized daily).

(4) Rental car receipt.
(5) All original receipts for individual reimbursable expenses of $75 or more.

(6) Travel from LOCTH Constructed Travel Worksheet (if applicable).

.  

  d. Prepare itinerary amendments and all post trip settlement claims.

  e. Provide justification to the AO (for DTS) in the comments field of the authorization, amendment or voucher for variations from policy and/or any substantial variances between the authorized “should cost” estimate and the final travel claim.

  f. Electronically sign the completed travel claim which will then route to the AO (for DTS).

  g. The RO, if used, and the AO (for DTS) must review the voucher for accuracy and make note of any added expenses. If the SELRES has included additional costs on the voucher, the RO and the AO (for DTS) must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The RO and the AO (for DTS) must ensure that any unofficial costs are removed from the voucher. DTS authorizations and DTS vouchers shall be routed (reviewed, approved, or returned) within 5 working days of receipt by the DTS RO/AO.

(1) DTS RO. In order to maintain SOD, if stamping a DTS authorization or travel voucher as an RO, that individual will not apply other stamps to that document.

(2) DTS AO. In order to maintain SOD, if stamping a DTS authorization or voucher as an AO (for DTS), that individual will not apply other stamps to that document.

916. EFT and Split Disbursements. DTS automatically computes travel entitlements and initiates split disbursements via EFT to the SELRES bank account and IBA/GTCC account. It is the SELRES responsibility to ensure that their bank account and GTCC number are correct. The payment totals screen on the voucher breaks down the dollar value of each disbursement that is to be made when a travel voucher is approved.

917. For Further Assignment Orders. When NROWS orders are written to include FFA orders, the DTS voucher will be completed and updated to include all authorized/official stops made by the SELRES. It is the responsibility of the NRA to ensure that claims submitted by all members who have FFA are accurate.

918. Travel That Will Not Be Sent Through DTS. The following travel types will not be sent to DTS:

  a. No-cost/no per diem NROWS orders.

  b. PCS.
c. IRR travel.
## APPENDIX A

### SYSTEM AUTHORIZATION ACCESS REQUEST NAVY(SAAR-N) FORM MATRIX

<table>
<thead>
<tr>
<th>SAAR-N (NROWS FUNCTIONALS)</th>
<th>NROWS Role is Authorized for</th>
<th>Employee Digital Signature (Block 24)</th>
<th>Justification for access and role assigned (Block 11)</th>
<th>Supervisors Digital Signature (Block 16)</th>
<th>Information Owner Digital Signature (Block 17)</th>
<th>Information Assurance Manager (IAM) Digital Signature (Block 18)</th>
<th>Command Security Manager Digital Signature (Block 29)</th>
<th>Retain Approved Original in TRIM</th>
<th>Electronically Forward Final Approved SAAR-N Form to:</th>
<th>Assigns Role in NROWS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Super System Administrator (SSA)</td>
<td>CNRFC only</td>
<td>Required</td>
<td>Super System Administrator</td>
<td>CNRFC N33 LCPO or CNRFC N82</td>
<td>CNRFC N33 Director/N33 Deputy Director</td>
<td>CNRFC N64</td>
<td>CNRFC N33</td>
<td>CNRFC N33</td>
<td>CNRFC N33 or CNRFC N82 Director/N33 Deputy Director</td>
<td></td>
</tr>
<tr>
<td>System Administrator (SA)</td>
<td>CNRFC only</td>
<td>Required</td>
<td>System Administrator</td>
<td>CNRFC N33 LCPO or CNRFC N82</td>
<td>CNRFC N33 Director/N33 Deputy Director</td>
<td>CNRFC N64</td>
<td>CNRFC N33</td>
<td>CNRFC N33</td>
<td>CNRFC N33 or CNRFC N82 Director/N33 Deputy Director</td>
<td></td>
</tr>
<tr>
<td>Helpdesk</td>
<td>CNRFC only</td>
<td>Required</td>
<td>Helpdesk</td>
<td>CNRFC N33 LCPO or CNRFC N82</td>
<td>CNRFC N33 Director/N33 Deputy Director</td>
<td>CNRFC N64</td>
<td>CNRFC N33</td>
<td>CNRFC N33</td>
<td>CNRFC N33 or CNRFC N82 Director/N33 Deputy Director</td>
<td></td>
</tr>
<tr>
<td>Region Helpdesk</td>
<td>RCC N3/N7 only</td>
<td>Required</td>
<td>Region Helpdesk</td>
<td>RCC N3/N7 (E7 and above)</td>
<td>RCC Commanding Officer</td>
<td>RCC IAM</td>
<td>RCC Security Manager</td>
<td>CNRFC N33</td>
<td>CNRFC N33</td>
<td></td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>RCC N8/N3/N7 and OSO</td>
<td>Required</td>
<td>Budget Analyst</td>
<td>Fund Manager</td>
<td>CNRFC N33 Director/N33 Deputy Director</td>
<td>Command IAM</td>
<td>Command IAM</td>
<td>CNRFC N33</td>
<td>Fund Manager</td>
<td></td>
</tr>
</tbody>
</table>

### Mission/Event Planner

<table>
<thead>
<tr>
<th>Operational Support Officers</th>
<th>Required</th>
<th>Mission/Event Planner</th>
<th>Commanding Officer</th>
<th>OSEO Pillar Lead</th>
<th>Command IAM</th>
<th>Command Security Manager</th>
<th>CNRFC N31</th>
<th>CNRFC N31</th>
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</thead>
</table>

### Echelon 3, 4 and 5 commands

<table>
<thead>
<tr>
<th>Operational Support Officers</th>
<th>Required</th>
<th>Requirement Owner</th>
<th>Commanding Officer</th>
<th>OSEO Pillar Lead</th>
<th>Command IAM</th>
<th>Command Security Manager</th>
<th>CNRFC N31</th>
<th>CNRFC N31</th>
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</thead>
</table>

### Resource Owner

<table>
<thead>
<tr>
<th>Operational Support Officers</th>
<th>Required</th>
<th>Resource Owner</th>
<th>Commanding Officer</th>
<th>OSEO Pillar Lead</th>
<th>Command IAM</th>
<th>Command Security Manager</th>
<th>CNRFC N31</th>
<th>CNRFC N31</th>
</tr>
</thead>
</table>
# APPENDIX B
## DD FORM 577 APPOINTMENT/TERMINATION RECORD MATRIX

<table>
<thead>
<tr>
<th>DD FORM 577</th>
<th>Command</th>
<th>ASSIGNMENT</th>
<th>TERMINATION</th>
<th>Assigns Role in NROWS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Appointing Authority Digital Signature (Block 13)</td>
<td>Appointee Digital signature (Block 18)</td>
<td>Appointing Authority Digital Signature (Block 21)</td>
</tr>
<tr>
<td>Fund Approver (PA)</td>
<td>Operational Support Officers</td>
<td>CNRFC N3</td>
<td>Required prefilled Justification from CNRFC N81</td>
<td>Required</td>
</tr>
<tr>
<td>Fund Manager (FM)</td>
<td>Operational Support Officers</td>
<td>CNRFC N3</td>
<td>Required prefilled Justification from CNRFC N81</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Echelon 3, 4 and 5 commands</td>
<td>Commanding Officer</td>
<td>Required prefilled Justification from CNRFC N81</td>
<td>Required</td>
</tr>
<tr>
<td></td>
<td>Echelon 3, 4 and 5 commands</td>
<td>Commanding Officer</td>
<td>Required prefilled Justification from CNRFC N81</td>
<td>Required</td>
</tr>
</tbody>
</table>
APPENDIX C
NROWS USER ROLE MONTHLY REVIEW COMPLIANCE REPORT

Date

MEMORANDUM FOR THE RECORD

Subj: (NAVY RESERVE ACTIVITY) NROWS USER ROLE MONTHLY REVIEW COMPLIANCE REPORT FOR MONTH YYYY

Ref: (a) COMNAVRESFORCOM 4650.1 series

Encl: (1) MONTH YYYY NROWS User Role Report

1. Per reference (a), the monthly review of all NROWS user roles enclosure (1) for my command was completed on (DD MONTH YYYY). The following information is provided:

   a. Number of accounts reviewed: ______.

   b. Number of NROWS users who transferred and continued to have NROWS user roles: ______.

   c. Number and names of NROWS user roles deleted: ______.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
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   d. Number and names of NROWS user roles that did not have designation of authority (DOA) (i.e, SAAR-N, DD form 577, or DOA letter) and were deleted: ______.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>User Role Deleted</th>
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</table>

Signature
From: Commanding Officer, (echelon 5)  
To: Commanding Officer, (echelon 4)  
Subj: ECHELON 5 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE REPORT FOR (FISCAL YEAR YYYY)  

Ref: (a) COMNAVRESFORINST 4650.1 series  

1. Per reference (a), I have reviewed the NROWS Monthly user Rpt folders and all monthly reports and enclosures have been uploaded as required.  

2. The following actions have been completed and verified:  
   
   a. All written designations for access to NROWS (SAAR-N, DD form 577 or DOA letter) have been compared with the current NROWS user roles report. Any accesses that were not substantiated by written designation were removed from the system.  
   
   b. There are no NROWS user profiles and/or roles assigned to personnel who are no longer attached to the command or require access.  

3. The following discrepancies were noted and corrected:  

Signature
From: Commanding Officer, (echelon 4)
To: Commander, Navy Reserve Forces Command N33

Subj: ECHELON 4 NAVY RESERVE ORDER WRITING SYSTEM USER ROLE ANNUAL REVIEW COMPLIANCE REPORT FOR (FISCAL YEAR YYYY)

Ref: (a) COMNAVRESFORINST 4650.1 series

1. Per reference (a), I have received the echelon 5 NROWS User Role Annual Review Compliance reports from my echelon 4/5 commands and all NROWS user roles for my command have been verified to be current and accurate.

2. All commands have taken the following action:
   a. All written designations for access to NROWS (SAAR-N, DD form 577 or DOA letter) have been compared with the current NROWS user roles report for each command. Any accesses that were not substantiated by written designation were removed from the system.
   b. There are no NROWS user profiles and/or roles assigned to personnel who are no longer attached to the echelon 4/5 commands or require access.

3. The following discrepancies are noted and corrected:

Signature
# NROWS USER ROLES

<table>
<thead>
<tr>
<th>NROWS Roles</th>
<th># of SELRES per NRA</th>
<th>0–500</th>
<th>501-1000</th>
<th>1001-1500</th>
<th>1501+</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Recommended # of personnel allowed roles)</td>
<td></td>
<td></td>
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<tr>
<td>OWA</td>
<td>4 (max)</td>
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<tr>
<td>Hard Holds</td>
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<tr>
<td>UA/UR</td>
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</tbody>
</table>
MEMORANDUM FOR THE RECORD

From: Commanding Officer, (echelon 5)
To: Commander, Navy Reserve Forces Command N33
Via: Commanding Officer, (echelon 4)

Subj: NAVY RESERVE FORCE ORDER WRITING FUND APPROVER AND ORDER WRITING AUTHORITY AND ASSISTANT ORDER WRITING AUTHORITY SEGREGATION OF DUTIES WAIVER REQUEST

Ref: (a) COMNAVRESFORINST 4650.1 series

1. Per reference (a), the following is submitted to request a NROWS Segregation of Duties (SOD) waiver for the NROWS users listed below, under my command, who have both the fund approver (FA) and order writing activity (OWA)/assistant order writing activity (AOWA) roles.

The following justification is provided:

__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________

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<th>Last Name</th>
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Signature
APPENDIX H
NROWS CONTINGENCY ORDERS TRACKING SOFTWARE SOP

1. **Purpose.** To set forth guidance and responsibilities for issuing memorandum orders for mission critical events only due to catastrophic failure and/or extended unavailability of NROWS.

2. **Action.** OSOs and OPSOs will limit order writing to mission critical orders only. Without NROWS, memorandum orders will be initiated by the supported command for review by the NRA or squadron and approval by COMNAVRESFORCOM N33.

3. **Process for Requesting New Orders**
   
   a. **Support command (OSO/OPSO/Reserve unit action).** The supported command downloads the OSO memorandum order request application (OSO-NROWS-COTS.accdb) from the N3 SharePoint located via Web site, https://private.navymil/COMNAVRESFORCOM/N-Codes/N3/NROWS%20COTS/Forms/AllItems.aspx.
   
   b. The supported command determines that the event is mission critical.
   
   c. The supported command fills out and approves the order request using the OSO-NROWS-COTS.accdb application. The OSO NROWS COTS user guide details the step-by-step process for filling out, approving, and submitting the order request.
   
   d. The OSO/OPSO or their designated representative submits the memorandum order request file to the supporting NRA.

4. **NRA Action**
   
   
   b. The NRA reviews the OSO memorandum order request. The NRA designated FA will validate.
   
   c. Verify the traveling service member’s primary residence, city, state, and zip code matches the city, state, and zip code listed under the service members profile on the order request.
(1) Ensure there are no mandatory hard holds as listed in subparagraph 203m that would
prohibit the member from executing the order. All hard holds shall be adjudicated prior to
routing the order.

(2) The NRA approves the memorandum order and submits via e-mail to one of three
COMNAVRESFORCOM codes, depending on the type of orders:

   (a) **ADT Reimbursable Funded Orders.** COMNAVRESFORCOM N2 at
       COMNAVRESFORCOM_N2_INTEL@navy.mil.

   (b) **ADT Schools Funded Orders.** COMNAVRESFORCOM N7 at
       CNRF_N7ADTSCHOOLS@navy.mil.

   (c) **All other orders.** COMNAVRESFORCOM N31 at
       COMNAVRESFORCOM_N3_requests@navy.mil.

3. **COMNAVRESFORCOM Action.** The headquarters NROWS COTS user guide details the
step-by-step process for reviewing, filling out, and generating the order.
   a. COMNAVRESFORCOM N2, N7, and N31 will review memorandum order requests.
   b. Enter traveling members SSN and street address to the traveler’s profile.
   c. For all school orders, validate that the member has met all prerequisites and has a quota
      for the school.
   d. Generate applicable Lines of Accounting.
   e. Generate the memorandum order.
   f. Post the memorandum order to the COMNAVRESFORCOM N3 folder at
      S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.
   g. COMNAVRESFORCOM N33 will process memorandum orders on a rolling 30 days
      prior to start date for all non PCS orders.
      (1) Build a DTS shell for the traveler to complete.
      (2) Upload a copy of the memorandum order in the substantiating documents section of
          the DTS authorization.
      (3) Contact SATO New Orleans to arrange/adjust travel for B2B orders.
(4) E-mail the traveler and NRA informing the traveler that the traveler has action to take in DTS.

(5) Move memorandum order to completed folder on N3 folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

(6) Review and approve DTS authorizations and vouchers.

h. For All PCS Orders

(1) Process memorandum orders on a rolling 30 days prior to start date.

(2) Contact NAVPTO New Orleans to arrange travel.

(3) Encrypt e-mail traveler their memorandum order (commercial e-mail addresses or “.mil” addresses only).

(4) Move memorandum order to completed folder on N3 folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

(5) Review, approve, and process travel voucher.

i. COMNAVRESFORCOM N8 will provide status of funds report to each EXCOM pillar OSO on a recurring basis.

4. Traveler Action

a. Complete DTS authorization if applicable.

b. Obtain a hard copy of the memorandum order from DTS.

c. Submit DTS travel voucher for all travel, except PCS orders, in which case submit a legacy travel claim.

5. Process for Requesting Order Modification

a. Support Command (OSO/OPSO/Reserve Unit Action). The supported command OSO/OPSO or their designated representative notifies NRA of order modification.

b. NRA Action

(1) The NRA generates the modification memorandum order on the following page.
(2) The NRA e-mails the modification memorandum order to N33 at COMNAVRESFORCOM_N3_requests@navy.mil.

c. COMNAVRESFORCOM N33 Action

(1) Upload a copy of the modification memorandum order in the substantiating documents section of the DTS authorization or encrypt e-mail the traveler their PCS modification memorandum order

(2) Contact NAVPTO New Orleans to adjust travel.

(3) File modification memorandum order to completed folder on N3 folder, S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

d. Traveler Action. Obtain a hard copy of the memorandum order from DTS or e-mail, if PCS orders. Submit DTS travel voucher for all travel except PCS orders, in which case, submit a legacy travel claim.

**Note: For situations not covered above, contact COMNAVRESFORCCOM N33 for guidance.

6. Conclusion. No travel for SELRES will commence without completion of the above steps. Catastrophic failure or extended unavailability of NROWS is not a reason to issue confirmation orders.
Sample Modification Memorandum Order Format (on Command Letter Head)

From: Commanding Officer, (NRA)
To: (Rank/rate, name, social security number, and permanent mailing address to be entered by COMNAVRESFORCOM N33 only)

Subj: MODIFICATION OF MEMORANDUM ORDERS FOR ANNUAL TRAINING AND ACTIVE DUTY TRAINING

Ref: (a) COMNAVRESFOR Standard Document Number

1. Per reference (a), this order has been modified as follows:

(State reason for Modification).

2. Travelers current e-mail address: _______________________.

3. All other provisions of original orders remain the same. This modification becomes a part of your original orders.

SIGNATURE
(No digital signature)
(Echelon 5 approval)
APPENDIX I
COMMAND PAY AND PERSONNEL ADMINISTRATOR CHECKLIST FOR MANUAL TRAVEL CLAIMS

1. Below is a list of duties and responsibilities that a CPPA should be aware of. This list is by no means all-inclusive.

2. **CPPA.** When reviewing an authorization, a CPPA should consider the following:
   
   a. Did the traveler use the appropriate form of payment to pay for travel arrangements? If not, did they justify it?
   
   b. Does the member have more than 16 years accumulated Active Duty years? Members with 16 years or more could be flagged in NROWS and sent to N33 waivers for processing.
   
   c. Do the travel times support the member’s mission in accordance with the JTR?
   
   d. Is the per diem location correct (it must be the location of the TDY mission, not where the traveler is spending the night or the airport they are flying into)?
   
   e. Has the traveler provided a Certificate of Non-Availability if the TDY is to a military installation, the installation has available transient billeting, and the traveler is booking commercial lodging?
   
   f. Are there any registration fees? What does the fee cover? Registration fees are considered training and should be paid through the use of a SF 1164 (Reimbursement for Local Travel) or by the use of a government purchase card.
   
   g. Was leave taken during the trip and properly documented in accordance with local personnel policies? Have you reviewed the per diem entitlements screen to ensure entitlements have been correctly adjusted?

3. **Vouchers**
   
   a. CPPAs must review and sign travel claims (if the CPPA has a valid DD form 577 on file at the local PSD) prior to submission to PSDs for payment.
   
   b. When reviewing travel claims, the CPPA should consider the following:
      
      (1) Did the traveler add expenses not previously approved on the authorization?
      
      (2) Has the travel claim been reviewed against the order to ensure travel times match the orders?
(3) Were all reimbursable expenses claimed?

(4) Was the mode of travel consistent with the SATO itinerary?

(5) Ensure the traveler did not claim gas for rental car and also pay for prepaid gas on the rental contract.

(6) Did the traveler claim hotel taxes for foreign locations (the per diem for foreign locations includes all taxes)?

(7) Did the traveler claim reimbursement for airline or rail tickets charged to the CBA? CBA charges are billed directly to the Government, not the traveler.

(8) Did the traveler properly account for any meals provided (e.g. as part of a registration fee)?

(9) Are all receipts and other substantiating documents (e.g. all lodging receipts and individual receipts for $75 or more (including airline tickets) and premium class travel authorization) included with travel claim?

(10) Did the traveler return unused or partially unused tickets?

(11) Do the signed endorsements on the order match the order dates, less travel time? Is an order modification required?

4. CPPA Helpful Tips

   a. The CPPA must complete a COL training course and mandated TRAX training for DTS.

   b. The CPPA must be appointed in writing on a DD form 577 (a combination signature card and appointment letter).

   c. A CPPA may also serve as a certifying official who certifies travel claims for payment (if they have a DD form 577 on file with their local PSD).

   d. The CPPA has pecuniary liability for erroneous payments if an investigation determines the payments in question were the result of fraud or negligence on the part of the CPPA.

   e. The CPPA must know and understand the regulations and policies that govern them in the performance of their duties.
From: Commanding Officer, (echelon 5)
To:  Navy Passenger Transportation Office
Via:  (1) Commander, (echelon 4)
      (2) Commander, Navy Reserve Forces Command N33

Subj:  LOST TICKET REPORT

Ref:  (a) Joint Travel Regulations
      (b) COMNAVRESFORINST 4650.1A

1. Per references (a) and (b), the following information is provided:

   a. Name:

   b. SSN:

   c. NROWS Tracking Number:

   d. Dates of Travel:

   e. Standard Document Number:

   f. Ticket Number:

   X. X. XXXXX

   By direction
APPENDIX K
GUIDANCE FOR TICKET REIMBURSEMENT FORMAT

Letter Head

From: Commanding Officer, Navy Operational Support Center, XXXX
To: Commander, Navy Reserve Forces Command N33
Via: Commander, (echelon 4)

Subj: REQUEST AIRLINE TICKET AND RENTAL CAR REIMBURSEMENT FOR PERSONALLY PROCURED TICKET AND RENTAL CAR

Ref: (a) Joint Travel Regulations
     (b) COMNAVRESFORINST 4650.1A

1. Member counseled in accordance with reference (a).

2. Requesting a letter for reimbursement from Navy passenger transportation officer to submit with members travel voucher.

3. Following information provided:
   a. Rank:
   b. First Name:
   c. Last Name:
   d. NROWS Tracking Number:
   e. Date of Travel:

4. Point of contact including phone number, fax number, and e-mail address.

X. X. XXXX

Copy to:
File
Member
APPENDIX L
SAMPLE CONFIRMATION ORDER LETTER FORMAT

Command Letter Head

From: Commander Officer, (NRA/supported command)
To: Commander, Navy Reserve Forces Command N33
Via:  (1) (Echelon 4)  
(2) NRA (if from a supported command)

Subj: CONFIRMATION ORDER (NROWS TRACKING NUMBER)

1. A national/regional emergency/urgent mission required the issuance of an oral order. (Explain the nature of the emergency/urgent mission (include operational name if known) and why a written order could not be issued).

2. The following information is provided:
   a. Date/time oral order issued:
   b. Date/time travel began:
   c. Date/time oral order confirmed in writing:

3. I certify that I had sufficient AT/ADT/IDTT funds available at the time of issuing the oral order.

Signature
APPENDIX M

NAVY RULES FOR PERMISSIONS AND ACCESS TO THE DEFENSE TRAVEL SYSTEM

Navy Rules for Permissions and Accesses to the Defense Travel System

These Separation of Duty rules are applicable to Navy and will be followed to comply with the NAVADMIN 393/11, Navy DTS Business Rules and NAVSUPINST 4650.8 as it relates to roles, permissions and accesses within DTS. DTS roles that can be held are listed below with similar role types bracketed together. Individuals may only perform DTS role(s) that are contained in each bracket at a time with appropriate permission levels and accesses. However, if compliance to these rules cannot be obtained, a temporary SOD waiver can be requested. Requests for SOD waivers are to be submitted to the Navy DTS PMO via the MAJCOM LDTA using the SOD Waiver Request Form. Waivers are temporary in nature until further notice from the Navy DTS PMO. Failure to adhere to these rules will result in a loss of all DTS permissions and accesses.

Lead Defense Travel Administrator (LDTA) – Should not be in any routing list or create, edit or adjust any traveler’s document. The LDTA will be held at the MAJCOM level. Each MAJCOM will only have one LDTA and at least one Alternate LDTA. MAJCOM LDTAs should provide necessary DTS support to all subordinate command level ODTAs.

Organization Defense Travel Administrator (ODTA) – Should not be in any routing list or create, edit or adjust any traveler’s document. ODTA’s will support the MAJCOM LDTA and provide necessary DTS support to subordinate commands.

Finance Defense Travel Administrator (FDTA) – Should not be in any routing list and will not create, edit or adjust any traveler’s document. FDTAs will contact the traveler, NDEA or travel clerk to correct DTS documents that have rejected from their appropriate accounting system/entitlement pay system.

Budget Defense Travel Administrator (BDTA) – Should not be in any routing list or have the ability to create, edit or adjust any traveler’s document.

Debt Management Monitor (DMM) – Should not be in any routing list or have the ability to create, edit or adjust any traveler’s document.

Centrally Billed Account Specialists (CBAS) – Should not be in any routing list and may only T-ENTER documents for the purposes of correcting CBA ticketed transactions for reconciliation. (See Note 5 on pg.2)

Routing Official (RO) – Should never have permission levels 3, 4, 5, or 6, and should never have group access.

Certifying Officer (CO) – Should never have permission levels 3, 4, 5, or 6, and should never have group access.

Authorizing Official (AO) – Should never have permission levels 3, 4, 5, or 6, and should never have group access.

Non DTS Entry Agent (NDEA) – Should never be in any routing list and should never have organizational access. (See Note 6 on pg.2)

Travel Clerk – Should never be in any routing list and should never have organizational access. (See Note 6 on pg.2)

ADDITIONAL ACCESESSES AND RESPONSIBILITIES:

- Approval Override – Organizations will send requests for Approval Override via the MAJCOM LDTA to the Navy DTS PMO for consideration. Proper justification is required. Approval Override requires Group Access and a valid DD FORM 577 must be on file. The individual cannot be present on any routing list.

- Self-Authroizing Official (AO) – Individuals who previously traveled under blanket travel authority/orders may be designated as self-authorizing officials. These individuals may act as their own AOs authorizing their own itineraries and travel arrangements. They may not, however, certify their own claims for payment or approve authorizations with advances and/or SPPs for disbursements. They shall be designated in writing and shall acknowledge in writing that they may not certify their own claims for payments or approve authorizations with advances and/or SPPs for disbursements.

- Delegate-Authority – Is prohibited for all Navy DTS users due to the inability for other users, other than the grantor, to remove the delegate authority and it does not accurately show up on the routing list report for SOD tracking and enforcement purposes.

- Read Only Access (ROA) Administration – ROA Administration access will be granted to all MAJCOM LDTAs by the NAVY DTS PMO. ROA Administrators are to add, modify, and delete ROA Users. They are not to grant additional ROA Administration access to individuals in their command. To request additional ROA Administrators, an ROA REQUEST FORM must be submitted to the Navy DTS PMO for access.

- Compliance Tool Administrator (CTA) – CTA access will be granted to the MAJCOM LDTA by the Navy DTS PMO. They will review records and errors, ensure errors are corrected, run reports from the CT, distribute reports as necessary to sub-commands, and grant CT access to others.
## SOD Matrix

*Users CANNOT perform more than one "Role Type" listed below in DTS (i.e. if your current DTS role falls under two different colors, that would constitute an SoD violation).

<table>
<thead>
<tr>
<th>Role Type</th>
<th>Position</th>
<th>Permission Level(s)</th>
<th>Can also be in Routing list</th>
<th>Organization Access</th>
<th>Group Access</th>
<th>Read Only Access Administrator/User</th>
<th>Profile Indicator(s)</th>
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<td>ADMINISTRATION</td>
<td>LDTA</td>
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<td>*Note 1</td>
<td>Four Char MAJCOM Org Code, e.g. &quot;DN11&quot;</td>
<td>Four Char MAJCOM Code, e.g. &quot;DN11&quot;</td>
<td>Administrator</td>
<td>Manually Entered Transaction</td>
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<td>ODTA</td>
<td>0.1, 0.2, 0.3, 0.4, 0.5, 0.6</td>
<td>*Note 1</td>
<td>Top Level Org code of ODTA’s AOR</td>
<td>Top Level Group code of ODTA’s AOR</td>
<td>User/Administrator</td>
<td>Non-DTS Entry Agent (T-Entered)</td>
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<td>FDTA</td>
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<td>*Note 3</td>
<td>Top Level Org code of FDTA’s AOR</td>
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<td>User</td>
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<td>Self-AO Approval</td>
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*Note 1 – LDTA’s will authorize and grant all Permission Level(s), Organization Access, Group Access, and Profile Indicator(s) to their appropriate ODTAs. The LDTA will determine if ODTAs will be granted a PL6. If ODTA’s are given PL6 then the LDTA needs to decide if the ODTA will be able to grant others PL6 or if that responsibility will strictly be limited to the LDTA.

*Note 2 – LDTA’s will be Read Only Access (ROA) Administrators for their appropriate MAJCOM. LDTA ROA Administrators will only grant ROA Users in the command. All additional ROA Administrator access will be granted by the Navy DTS PMO using an ROA REQUEST FORM.

*Note 3 – ODTA’s will authorize and grant all Permission Level(s), Organization Access, Group Access, and Profile Indicator(s) to appropriate DTS positions of appointment.

*Note 4 – ODTA’s will either be Read Only Access (ROA) Administrators or ROA Users for their appropriate Area of Responsibility as determined by their command LDTA.

*Note 5 – CBAS will have the NDEA indicator for the purposes of correcting CBA ticketed transactions for reconciliation and should not be placed on any routing list or special routing list for CBA.

*Note 6 – NDEAs/Travel Clerks will have permission level 5 for the purposes of having the ability to refresh the EFT data link in a traveler’s document in the event EFT data is updated in a traveler’s profile.

*Note 7 – DMMs will have Group Access in order to view and access all DUE US documents in the DMM Gateway. Without Group Access, the DMM Gateway will not show any DUE US documents for processing.
Permissions Levels and Accesses

Permission Level 0 – Allows a user to create and sign their Authorizations, Local Vouchers, and Vouchers and make Adjustments and/or Amendments to their document.

Permission Level 1 – Allows a user access to the Budget Module to “view-only” budget information and budget reports.

Permission Level 2 – Allows a user to apply a stamp in the “Route & Review” document process.

Permission Level 3 – Allows a user to view, add, edit, and generate Budget reports in the Budget module.

Permission Level 4 – Along with account activation, allows a user access to the Centrally Billed Accounts (CBA) module.

Permission Level 5 – Along with Permission Levels 0, 1, 3, 6, allows a user access to the DTS Maintenance Tool to add, edit and delete organizations, routing lists, groups, user/traveler profiles, and LOAs.

Permission Level 6 – Allows a user access to the Debt Management Monitor (DMM) Module and add, edit and delete LOAs, along with Permission Level 5, in the Maintenance Tool.

Organizational Access – Allows a user to run reports in the Report Scheduler at the Organizational level granted; Along with Permission Levels 0, 1, 3, 5, 6, allows a user to add, edit, and delete organizations, routing lists, groups, user/traveler profiles, and LOAs at the Organizational level granted.

Group Access – Allows a user to go into “Official Travel – Others” to access, view and edit a traveler’s document at the Group level granted.
### NROWS USER ROLE ASSIGNMENT

The NROWS Roles below can create the roles marked with an "X" on the its row

<table>
<thead>
<tr>
<th>Activity Entry</th>
<th>ADSW Admin</th>
<th>APC</th>
<th>Approving Official</th>
<th>Assistant OWA</th>
<th>Billing</th>
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* Super System Administrator access (addition/removal) requires an NROWS SCR and a Build to make changes

** Should not be assigned except to trouble shoot a NROWS problem in the field.
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### Appendix P

**COMNAVRESFORCOM N33 FORCE TRIM USE FOR RECORDS RETENTION**

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<th>Example Document (File) Name</th>
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<td>IRC/City Name/OSOC/Squadron, LAST Name, First Name, M-DIO FORM 577 DTS AD - Terminated</td>
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APPENDIX Q
APPOINTMENT OF NROWS ROLES

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**Note 1:** One SAAR-N (highest role) is required for COMNAVRESFORCOM NROWS roles, marked with “*.”

**Note 2:** BE Role was replaced by the Planning Module. Role to be removed on future NROWS build.
## APPENDIX R
### ACRONYMS

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<td>AMTRAK</td>
<td>American Track</td>
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<td>Certifying Officer Legislation (COL)</td>
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<tr>
<td>COMNAVAIRFORES</td>
<td>Commander, Naval Air Force Reserve</td>
</tr>
<tr>
<td>COMNAVRESFORCOM</td>
<td>Commander, Navy Reserve Forces Command</td>
</tr>
<tr>
<td>CONUS</td>
<td>Continental United States</td>
</tr>
<tr>
<td>COTS</td>
<td>Contingency Order Tracking Software</td>
</tr>
<tr>
<td>CPPA</td>
<td>Command Pay and Personnel Administrator</td>
</tr>
<tr>
<td>CTO</td>
<td>Commercial Travel Office</td>
</tr>
<tr>
<td>DBSign</td>
<td>Digital Signature Software</td>
</tr>
<tr>
<td>DCOS</td>
<td>Deputy Chief of Staff</td>
</tr>
<tr>
<td>DD</td>
<td>Department of Defense Form</td>
</tr>
<tr>
<td>DMM</td>
<td>Debt Management Monitor</td>
</tr>
<tr>
<td>DOA</td>
<td>Designation of Authority</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DoD FMR</td>
<td>Department of Defense Financial Management Regulation</td>
</tr>
<tr>
<td>DTA</td>
<td>Defense Travel Administrator</td>
</tr>
<tr>
<td>DTS</td>
<td>Defense Travel System</td>
</tr>
<tr>
<td>E-Ticket</td>
<td>Electronic Tickets</td>
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<tr>
<td>EFT</td>
<td>Electronic Funds Transfer</td>
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<tr>
<td>ENTRS</td>
<td>Enterprise Naval Training Reservation System</td>
</tr>
<tr>
<td>EOS</td>
<td>End of Service</td>
</tr>
<tr>
<td>EST</td>
<td>Eastern Standard Time</td>
</tr>
<tr>
<td>EXCOM</td>
<td>Executive Committee</td>
</tr>
</tbody>
</table>

R-1 Appendix R
FA Fund Approver
FDTA Financial Defense Travel Administrator
FFA For Further Assignment
FIAR Financial Improvement and Audit Readiness
FLTTPS Fleet Training Management and Planning System
FM Fund Manager
FM Financial Manager (Chapter 4)
FMB Office of Budget
FSC Funding Source Code
FTS Full Time Support
FY Fiscal Year
GSA General Services Administration
GTCC Government Travel Charge Card
HQ Headquarters
IBA Individual Billed Account
IDT Inactive Duty for Training
IDTT Inactive Duty for Training Travel
ISIC Immediate Superior in Command
ITEMPO Individual Tempo
JECC Joint Expeditionary Capabilities Command
JTR Joint Travel Regulations
LDTA Lead Defense Travel Administrator
LOTH Location Other than Home
M/E Mission/Event
MAJCOM Major Command
MTR Mass Transportation Request
NAVPTO Navy Passenger Transportation Office
NAVSUP Naval Supply Systems Command
NDEA Non-DTS Entry Agent
NEC Navy Enlisted Classification
NEPLO Navy Emergency Preparedness Liaison Officer
NMCI Navy Marine Corps Internet
NAVOPSPTCEN Navy Operational Support Center
NRA Navy Reserve Activity
NROWS Navy Reserve Order Writing System
NSIPS Navy Standard Integrated Personnel System
OCONUS Outside Continental United States
ODTA Organization Defense Travel Administrator
OPSO Squadron Operations Officers
OS Orders Specialist
OSO Operational Support Officer
OWA Order Writing Authority
PCS Permanent Change of Station
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>PKI</td>
<td>Private Key Infrastructure</td>
</tr>
<tr>
<td>POV</td>
<td>Privately Owned Vehicle</td>
</tr>
<tr>
<td>PR</td>
<td>Primary Residence</td>
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<tr>
<td>PSD</td>
<td>Personnel Support Activity Detachment</td>
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<tr>
<td>RC</td>
<td>Reserve Component</td>
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<tr>
<td>RCC</td>
<td>Reserve Component Command</td>
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<tr>
<td>RHS</td>
<td>Reserve Headquarters System</td>
</tr>
<tr>
<td>RO</td>
<td>Reviewing Official</td>
</tr>
<tr>
<td>RPN</td>
<td>Reserve Personnel, Navy</td>
</tr>
<tr>
<td>SA</td>
<td>System Administrator</td>
</tr>
<tr>
<td>SAAR-N</td>
<td>System Authorization Access Request Navy</td>
</tr>
<tr>
<td>SAD</td>
<td>Sanctuary risk – has 16 years or more of Active Duty</td>
</tr>
<tr>
<td>SATO</td>
<td>Scheduled Airline Transportation Office</td>
</tr>
<tr>
<td>SELRES</td>
<td>Selected Reservists</td>
</tr>
<tr>
<td>SOD</td>
<td>Segregation of Duties</td>
</tr>
<tr>
<td>SOFA</td>
<td>Status of Forces Agreement</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedure</td>
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<tr>
<td>SPAWAR</td>
<td>Space and Naval Warfare Systems</td>
</tr>
<tr>
<td>SPAWARSYSCEN</td>
<td>Space and Naval Warfare Systems Center</td>
</tr>
<tr>
<td>SPP</td>
<td>Scheduled Partial Payment</td>
</tr>
<tr>
<td>SSA</td>
<td>Super System Administrator</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TAD</td>
<td>Temporarily Assigned Duty</td>
</tr>
<tr>
<td>TDY</td>
<td>Temporary Duty</td>
</tr>
<tr>
<td>TOPS</td>
<td>Transaction Online Processing System</td>
</tr>
<tr>
<td>TPC</td>
<td>Travel Processing Center</td>
</tr>
<tr>
<td>TRAX</td>
<td>Travel Explorer</td>
</tr>
<tr>
<td>TRIM</td>
<td>Total Records Information Management</td>
</tr>
<tr>
<td>TSO</td>
<td>Technology Services Office</td>
</tr>
<tr>
<td>UA</td>
<td>Unit Approver</td>
</tr>
<tr>
<td>UCMJ</td>
<td>Uniform Code of Military Justice</td>
</tr>
<tr>
<td>UIC</td>
<td>Unit Identification Code</td>
</tr>
<tr>
<td>UR</td>
<td>Unit Reviewer</td>
</tr>
<tr>
<td>U.S.</td>
<td>United States</td>
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