# STA-21 SUPPLY TECH USER GUIDE

NCMIS Program Office February 2021

How to create a STA-21 authorization voucher

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Updated February 2021 (TD & KG)

# Navy College Management Information System (NCMIS)

https://voled.training.navy.mil/tuition/shared/common/home.html#nbb



# I. Access to NCMIS

To gain access to the Navy College Management Information System (NCMIS) for the following reasons:

> ➢ A new authorizer to fund STA-21 vouchers.
> ➢ Reinstate existing user login to fund STA-21 vouchers.

Submit a Help Request Ticket at the Navy College Program website: https://www.navycollege.navy.mil/

> ➢ Under "Navigation and Search", Click on Assistance Center > Help Request
> https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432
> ➢ Choose "NCMIS User Support" as the category to ensure your inquiry is routed to the correct team.
> ➢ A member of the NCMIS Program Office will respond to the inquiry within 3 business days.

**NOTE:  Logins will expire after 30 days if user does not login to NCMIS.**

# II. Create a STA-21 Voucher in NCMIS

**Tuition Assistance Menu > Authorization Voucher**



- ➢ Enter the Last Name, First Name or the EDI (DOD ID #)
- ➢ Click, "Search"
- ➢ Select the individual by clicking on their last name.



**Creating a Document:**

Click on "Add Document"

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**\*Note: If "Add Document" button is not there, you will see the "Not Eligible" button. Clicking on the "Not Eligible" button will provide the reason. If a sailor's NCMIS record has not been activated for the STA-21 program then refer to Appendix A for Point of Contact to resolve this issue before proceeding.**
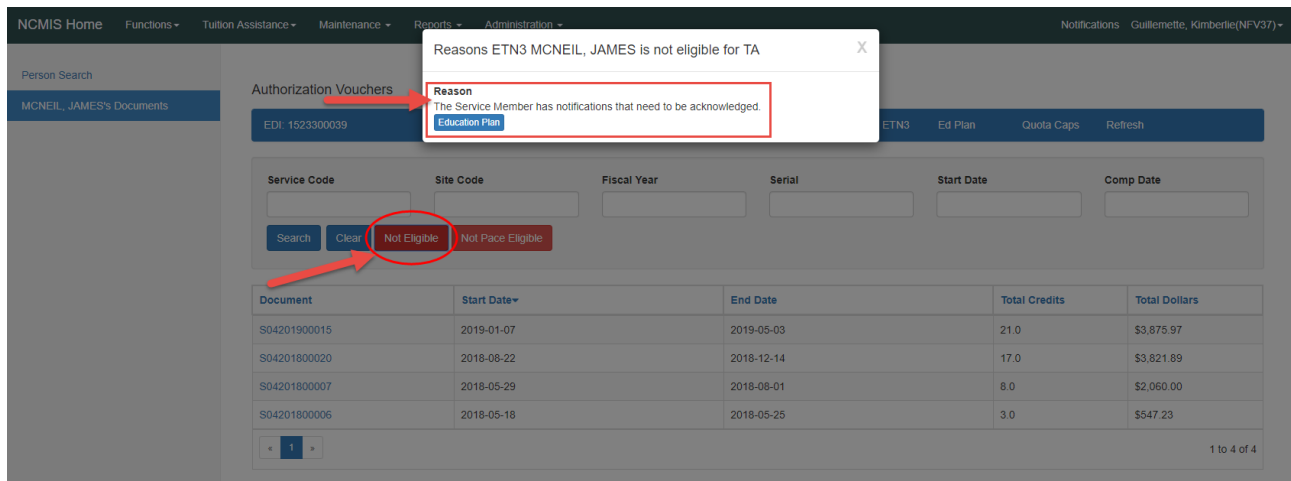


**Once the blank document opens, enter the following fields:**
- ➢ Site Code
- ➢ School
- ➢ Start Date
- ➢ Comp Date (completion date)
- ➢ Term – **It is critical to enter the correct term, in the correct order, because funding limits are term specific**



Then Click on "Add Course"

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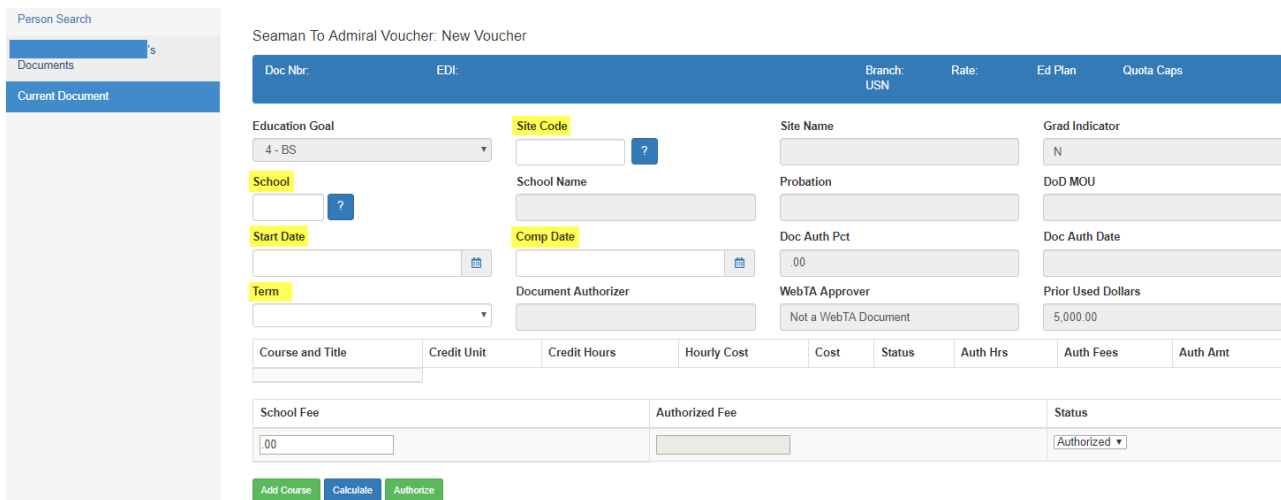
Complete the course specific information (include <u>course</u> fees if applicable) and then click "OK.
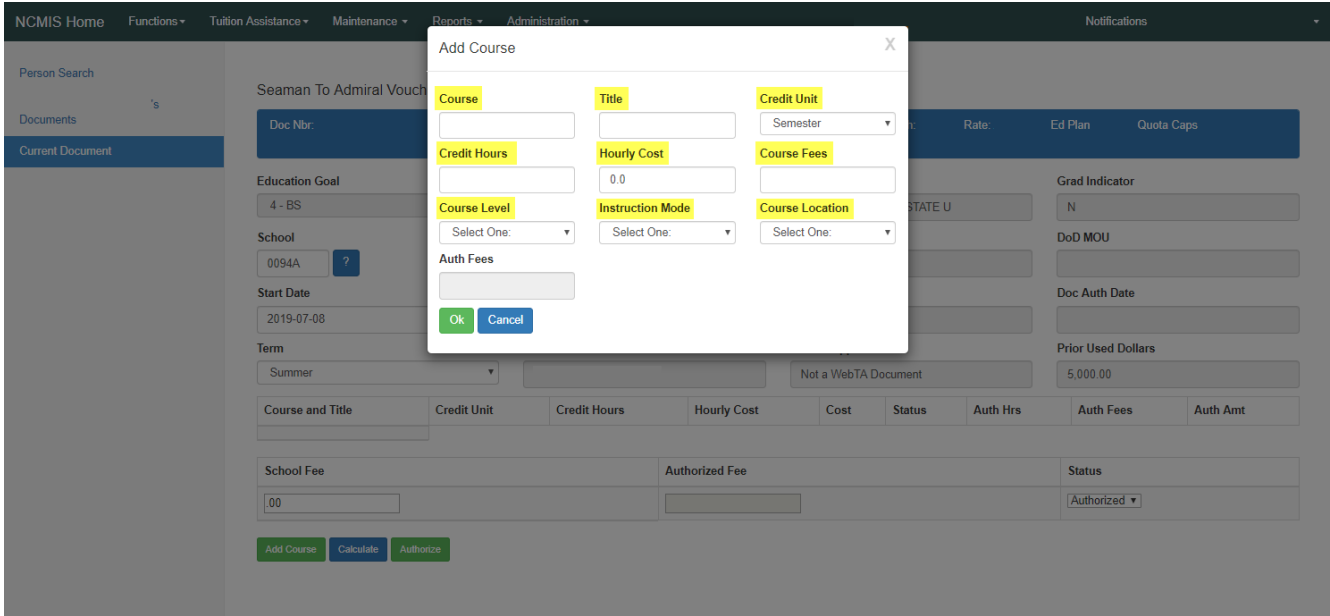


Enter eligible <u>institution</u> fees in the School Fee area box.

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Click "Authorize."

Seaman To Admiral Voucher: New Voucher

| Doc Nbr: | EDI: | | | | | Branch: USN | Rate: | Ed Plan | Quota Caps |

**Education Goal**
4 - BS ▼

**Site Code**
35 [?]

**Site Name**
NROTCU OREGON STATE U

**Grad Indicator**
N

**School**
0094A [?]

**School Name**
Oregon State University

**Probation**

**DoD MOU**

**Start Date**
2019-07-08 📅

**Comp Date**
2019-09-27 📅

**Doc Auth Pct**
.00

**Doc Auth Date**

**Term**
Summer ▼

**Document Authorizer**
.

**WebTA Approver**
Not a WebTA Document

**Prior Used Dollars**
5,000.00

| Course and Title | Credit Unit | Credit Hours | Hourly Cost | Cost | Status | Auth Hrs | Auth Fees | Auth Amt |
|---|---|---|---|---|---|---|---|---|
| DEMO200 - DEMONSTRATION | Q [?] | 5.0000 | 320.00 | 1,600.00 | 0 [?] | | | |

| School Fee | Authorized Fee | Status |
|---|---|---|
| 25.00 | | Authorized ▼ |

[Add Course] [Calculate] [Authorize] ←

Confirm that the term information is correct.

| tion Assistance ▾ | Maintenance ▾ | Reports ▾ | Administration ▾ | | Notifications | ▾ |

Seaman To Admiral Vouch

| Doc Nbr: | | | | Rate: | Ed Plan | Quota Caps |

**Confirm Term** ✕

Warning: By clicking authorize you are confirming that the courses listed are for the term selected.
Please verify the term is correct: **Summer**
Term cannot be changed after authorization.
Vouchers must be authorized in term date order (i.e. summer before fall).

[Authorize] [Cancel]

**Education Goal**
4 - BS

**Grad Indicator**
N

**School**
0094A [?]

Oregon State University

**DoD MOU**

**Start Date**
2019-07-08 📅

**Comp Date**
2019-09-27 📅

**Doc Auth Pct**
.00

**Doc Auth Date**

**Term**
Summer ▼

**Document Authorizer**

**WebTA Approver**
Not a WebTA Document

**Prior Used Dollars**
5,000.00

| Course and Title | Credit Unit | Credit Hours | Hourly Cost | Cost | Status | Auth Hrs | Auth Fees | Auth Amt |
|---|---|---|---|---|---|---|---|---|
| DEMO200 - DEMONSTRATION | Q [?] | 5.0000 | 320.00 | 1,600.00 | 0 [?] | | | |

| School Fee | Authorized Fee | Status |
|---|---|---|
| 25.00 | | Authorized ▼ |

[Add Course] [Calculate] [Authorize]

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Click on "Print Doc" to view/print the authorization voucher.



Review the STA-21 Authorization Voucher for accuracy.

**Note: Fees will appears under "Misc Cost" (Miscellaneous Cost) on voucher. Fees may be government funded within quota limits.**

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# III. Form 1164 (Reimbursement Request)

Other eligible expenses are submitted for reimbursement approval on the Form 1164.

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**CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS**

| 1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE | 2. VOUCHER NUMBER |
| --- | --- |
| | 3. SCHEDULE NUMBER |

*Read the Privacy Act Statement on the back of this form.*

**5. PAID BY**

**4. CLAIMANT**

| a. NAME (Last, first, middle initial) | b. EMPLOYEE ID NUMBER |
| --- | --- |
| c. MAILING ADDRESS (Include ZIP Code) | d. OFFICE TELEPHONE NUMBER |

**6. EXPENDITURES** *(If fare or toll claimed in column (g) exceeds charge for one person, show in column (h) the number of additional persons which accompanied the claimant.)*

Show appropriate code in column (b):
A - Local Travel
B - Telephone or Telegraph
C - Other expenses (itemized)
D. Funeral Honors Detail
E. Specialty Care

*(Explain expenditures in specific detail.)*

| DATE (a) | CODE (b) | (c) FROM | (d) TO | NUMBER OF MILES (e) | MILEAGE (f) | FARE OR TOLL (g) | ADD PERSONS (h) | TIPS AND MISCELLANEOUS (i) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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MILEAGE RATE (Enter Whole Numbers Only) — AMOUNT CLAIMED

*If additional space is required continue on the back.*

SUBTOTALS CARRIED FORWARD FROM THE BACK

**7. AMOUNT CLAIMED** *(Total of columns (f), (g) and (i).)* ▶ $

**TOTALS**

8. This claim is approved. Long distance telephone calls, if shown, are certified as necessary in the interest of the Government. *(Note: If long distance calls are included, the approving official must have been authorized in writing, by the head of the department or agency to so certify (31 U.S.C. 680a).)*

*Sign Original Only*

APPROVING OFFICIAL SIGN HERE ▶

DATE

9. This claim is certified correct and proper for payment.

*Sign Original Only*

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶

DATE

10. I certify that this claim is true and correct to the best of my knowledge and belief and that payment or credit has not been received by me.

*Sign Original Only*

CLAIMANT SIGN HERE ▶

DATE

11. **CASH PAYMENT RECEIPT**

| a. PAYEE (Signature) | b. DATE RECEIVED |
| --- | --- |
| | c. AMOUNT $ |

12. PAYMENT MADE BY CHECK NUMBER

*ACCOUNTING CLASSIFICATION*

**OPTIONAL FORM 1164 (REV. 11/2017)**

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# IV. Amending Authorized Vouchers

Tuition Assistance > Authorization Voucher



**To amend an existing authorization voucher:**

- ➢ Search for the service member using the search fields
- ➢ Open the correct document by clicking on the "Document" number.
- ➢ Make necessary changes by clicking on the field or course title.
  - <u>Limited</u> changes (highlighted) to authorized vouchers are permitted until invoice or grade is posted.
  - *\*Terms cannot be changed after the document has been authorized. Refer to Appendix A for POC who can provide assistance to resolve this issue.*



- ➢ Click "Save."
  - When making changes, it is occasionally necessary to click the "Calculate" button and then "Save" to ensure the funding limits are allocated correctly.
- ➢ Ensure your changes save correctly by clicking on "Print Doc" to review the updated voucher.

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# V. Grades

Tuition Assistance > Authorization Voucher

➢ **Add grades to the authorization voucher upon completion of each term.** The designated STA-21 NCMIS user (Supply Clerk, Tech, Officer or STA-21 Academic Advisor) can enter grades.

**Note:** Supply Clerks can add grades; however, changing grades **must be handled** by the TA Accounting office.
  - To modify a grade that has already been entered, submit a Help Request Ticket at the Navy College Program website. https://www.navycollege.navy.mil/ > Assistance Center > Help Request
  - https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432
  - Choose "TA/NCPACE Grades and Billing" as the category to ensure your inquiry is routed to the correct team.

To Add Grades:
  ➢ Search for the service member using the search fields
  ➢ Open the correct document by clicking on the "Document" number.
  ➢ Select the appropriate grade from the drop down list
  ➢ Click "Grade"

Seaman To Admiral Voucher:

| Doc Nbr: | EDI: | | Branch: USN | Rate: | Ed Plan | Quota Caps | Refresh $ |
|---|---|---|---|---|---|---|---|

**Education Goal**
4 - BS

**Site Code**
35

**Site Name**
NROTCU OREGON STATE U

**Grad Indicator**
N

**School**
0094A  ?

**School Name**
Oregon State University

**Probation**
N

**DoD MOU**
Y

**Start Date**
2019-

**Comp Date**
2019-

**Doc Auth Pct**
.00

**Doc Auth Date**
2019-06-28

**Term**
Summer

**Document Authorizer**

**WebTA Approver**

**Prior Used Dollars**
5,000.00

| Course and Title | Credit Unit | Credit Hours | Hourly Cost | Cost | Status | Auth Hrs | Auth Fees | Auth Amt | Grade | Actions |
|---|---|---|---|---|---|---|---|---|---|---|
| DEMO200 - DEMONSTRATION | Q  ? | 5.0000 | 320.00 | 1,600.00 | 0  ? | 0.0000 | .00 | .00 | ▼ | Grade  Cancel |

Grade dropdown: A B C D F I N X P S U W

| School Fee | Authorized Fee | Status |
|---|---|---|
| 25.00 | .00 | Authorized ▼ |

[Add Course] [Calculate] [Save] [Print Doc] [Form 1164] [Upload Attachment]

  ➢ Verify course grade saved

Person Search

_____'s Documents

- Course CHEM 242A graded.

Seaman To Admiral Voucher:

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# VII. Important Reminders

## STA-21 funding limits:

- Fiscal Year - $10,000.00
- Semester limits for schools that operate on semester terms:
  - Fall – $4,000.00
  - Spring – $4,000.00
  - Summer - $2,000.00
- Quarter limits for schools that operate on quarter terms:
  - $2500 per quarter for 4 quarters
- The remaining amount from a previously funded term can be rolled over to the next term within a fiscal year. If the previous term was not funded by STA-21, funding cannot roll over. IE: If a student starts the STA-21 program in Summer, they are not entitled to the prior Spring term funding.

## Fees:

- Tuition and Fees together cannot exceed the above limits.
- Course fees and school fees are authorized; however, enter them in different areas of the voucher. Course fees are entered with the course information and school fees are entered separately in the "school fee" section.

## Enter Vouchers in Term Order:

- **Enter vouchers in order of term.  For example, enter Fall 2018 before Spring 2019.  If vouchers are entered out of order, the participants funding limits will not calculate correctly.**

## NCMIS Access

- To gain access to NCMIS, submit a Help Request Ticket at the Navy College Program website. https://www.navycollege.navy.mil/ > Assistance Center > Help Request
  - https://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432
  - Choose "NCMIS User Support" as the category to ensure your inquiry is routed to the correct team.

   **NOTE:  Logins will expire after 30 days if user does not login to NCMIS.**

**Appendix A**          Points of Contacts

Jill Ward, NSTC NROTC Supply Management Specialist

- Teleworking email [jill.ward@navy.mil](mailto:jill.ward@navy.mil)
- Provides assistance with enrollment of a sailor in NCMIS into STA21 program

Mike Fisk, NETPDC Financial Technician

- Teleworking email [mike.fisk@navy.mil](mailto:mike.fisk@navy.mil)
- Responsible for certification of WAWF invoices
- Provides assistance to resolve invoice issues with school
- Assists Supply Technician with changes to STA21 vouchers (i.e. date, course name, course number, etc.)
- Provides assistance with "After-the-Fact" creation of STA21 vouchers in NCMIS (i.e. change fiscal year funding, dates, etc.)
- Provides assistance with "Term" changes after STA21 voucher is authorized

  ==Note: Please copy Ms. Stallworth and Mr. Driggers on your problem case emails to Mike Fisk. We will assist Mike with resolving NCMIS issues.==

Angie Stallworth, NETPDC Supervisor Financial Technician

- Teleworking email [angelisa.stallworth@navy.mil](mailto:angelisa.stallworth@navy.mil)
- Responsible for overseeing proper certification of WAWF invoices

Tim Driggers, NETPDC N83 VOLED Business Operations Division Head

- Teleworking email [timothy.driggers1@navy.mil](mailto:timothy.driggers1@navy.mil)
- Liason with NSTC leadership on training requirements for Supply Technicians using NCMIS