

STA-21 SUPPLY TECH USER GUIDE

NCMIS Program Office February 2021

How to create a STA-
21 authorization
voucher

Table of Contents

Navy College Management Information System (NCMIS).....	2
I. Access to NCMIS.....	2
II. Create a STA-21 Voucher in NCMIS.....	3
III. Form 1164 (Reimbursement Request).....	8
IV. Amending Authorized Vouchers	9
V. Grades	10
VI. Important Reminders	11
STA-21 funding limits:	11
Fees:	11
Enter Vouchers in Term Order:	11
NCMIS Access.....	11
VII. Points of Contact	12

Navy College Management Information System (NCMIS)

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

NCMIS Home Functions Tuition Assistance Maintenance Reports Administration Notifications

Welcome to NCMIS
NCMIS is a service of the Naval Education and Training Command (NETC). Please use the navigation menu bar located above to access the various modules of NCMIS.

Announcements

NCVEC Customer Hours 2019-06-28 1048
Normal Hours:
The NCVEC's customer service are 0700-1900 Eastern Time Monday-Friday by phone at 877-838-1659 (closed Federal Holidays). Every 3rd Friday of the month, NCVEC customer service hours are 0800-1200 Eastern Time.

Navy TA/NCPACE DL Funding Window 2018-06-22 1230
The Navy College Virtual Education Center (NCVEC) is funding WebTA applications through 30 Aug 2018. NCPACE DL funding through 30 Sep 2018.
Sailors can submit WebTA and NCPACE Distance Learning (DL) applications as early as 120 days, but they must be command approved no later than 14 days prior to the start of the institution's published term start date per NAVADMIN 219/16.

Service Notice
If you are experiencing difficulties with NCMIS, please contact NCMIS support using the LiveHelpNow helpdesk Ticket located at: http://supportsystem.livehelpnow.net/new_ticket.aspx?cid=30432 choose NCMIS User Support as your Category.

Quick Links

- Navy College Program
- OBIEE REPORTS
- OBIEE COMPLETE USER GUIDE
- Discoverer Reports
- QA - Test My Education WebTA
- QA - Mirror My Education WebTA
- Joint Service Transcription(JST)

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.

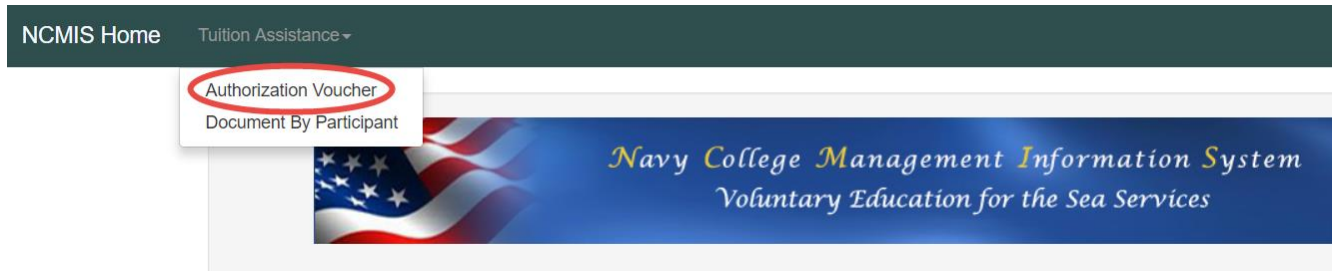
Submit a Help Request Ticket at the Navy College Program website: <https://www.navycollege.navy.mil/>

- Click on "Contact Us" in the top right corner
- Under "Chat" click on "Help Desk Request Ticket" (a new page will open)
- On the top right, click "Submit New Help Request Ticket"
- Complete the fields; select "NCMIS User Support" as the category.
- Click "Submit New Ticket"
- A member of the NCMIS Program Office will respond to the inquiry with further instructions 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.

The screenshot shows the 'Authorization Voucher' search form. The 'Last Name, First Name' field contains 'Popeye, Sailor'. The 'Participant' dropdown is set to 'All Participants'. The 'Search' button is highlighted with a red arrow. Below the search form is a table with the following data:

EDI	Last Name	First Name	Branch	Command	Rate	Pay Grade	Active	
	POPEYE	SAILOR	N	03369	LS2	E5	<input checked="" type="checkbox"/>	★

The table has a pagination bar at the bottom showing '1 to 1 of 1'.

Creating a Document:

Click on "Add Document"

The screenshot shows the 'Authorization Vouchers' form. The 'Add Document' button is highlighted with a green box. Below the form is a table with the following data:

Document	Start Date	End Date	Total Credits	Total Dollars
S3520190	2019-	2019-	0.0	\$00.00
S3520190	2019-	2019-	3.6	\$2,500.00

***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 Points of Contact to resolve this issue before proceeding.**

Reasons ETN3 MCNEIL, JAMES is not eligible for TA

Reason
The Service Member has notifications that need to be acknowledged.
[Education Plan](#)

Service Code Site Code Fiscal Year Serial Start Date Comp Date

Search Clear Not Eligible Not Pace Eligible

Document	Start Date	End Date	Total Credits	Total Dollars
S04201900015	2019-01-07	2019-05-03	21.0	\$3,875.97
S04201800020	2018-08-22	2018-12-14	17.0	\$3,821.89
S04201800007	2018-05-29	2018-08-01	8.0	\$2,060.00
S04201800006	2018-05-18	2018-05-25	3.0	\$547.23

1 to 4 of 4

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

Seaman To Admiral Voucher: New Voucher

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

Education Goal: 4 - BS Site Code: School: Start Date: Term: Site Name: Probation: Doc Auth Pct: 00 WebTA Approver: Not a WebTA Document Grad Indicator: N DoD MOU: Doc Auth Date: Prior Used Dollars: 5,000.00

Course and Title	Credit Unit	Credit Hours	Hourly Cost	Cost	Status	Auth Hrs	Auth Fees	Auth Amt
School Fee	00				Authorized			

Add Course Calculate Authorize

Then Click on “Add Course”

Complete the course specific information (include course fees if applicable) and then click “OK.”

The screenshot shows the 'Add Course' dialog box in the NCMIS system. The dialog box is a white pop-up with a close button (X) in the top right corner. It contains the following fields:

- Course:** A text input field.
- Title:** A text input field.
- Credit Unit:** A dropdown menu with 'Semester' selected.
- Credit Hours:** A text input field.
- Hourly Cost:** A text input field with '0.0' entered.
- Course Fees:** A text input field.
- Course Level:** A dropdown menu with 'Select One:' selected.
- Instruction Mode:** A dropdown menu with 'Select One:' selected.
- Course Location:** A dropdown menu with 'Select One:' selected.
- Auth Fees:** A text input field.
- Buttons:** 'Ok' (green) and 'Cancel' (blue) buttons at the bottom.

The background shows the 'Seaman To Admiral Voucher' form. The 'Education Goal' is '4 - BS'. The 'School' is '0094A'. The 'Start Date' is '2019-07-08'. The 'Term' is 'Summer'. Below these is a table for 'Course and Title' with columns: Course and Title, Credit Unit, Credit Hours, Hourly Cost, Cost, Status, Auth Hrs, Auth Fees, and Auth Amt. The table has one row with 'DEMO200 - DEMONSTRATION' in the first column.

Enter eligible institution fees in the School Fee area box.

Seaman To Admiral Voucher: New Voucher

The screenshot shows the 'Seaman To Admiral Voucher: New Voucher' form. The form has a blue header bar with fields for Doc Nbr, EDI, Branch (USN), Rate, Ed Plan, and Quota Caps. Below the header are several sections:

- Education Goal:** A dropdown menu with '4 - BS' selected.
- Site Code:** A text input field with '35' entered.
- Site Name:** A text input field with 'NROTCU OREGON STATE U' entered.
- Grad Indicator:** A text input field with 'N' entered.
- School:** A text input field with '0094A' entered.
- School Name:** A text input field with 'Oregon State University' entered.
- Probation:** A text input field.
- DoD MOU:** A text input field.
- Start Date:** A text input field with '2019-07-08' entered.
- Comp Date:** A text input field with '2019-09-27' entered.
- Doc Auth Pct:** A text input field with '.00' entered.
- Doc Auth Date:** A text input field.
- Term:** A dropdown menu with 'Summer' selected.
- Document Authorizer:** A text input field.
- WebTA Approver:** A text input field with 'Not a WebTA Document' entered.
- Prior Used Dollars:** A text input field with '5,000.00' entered.

Below these sections is a table for 'Course and Title' with columns: Course and Title, Credit Unit, Credit Hours, Hourly Cost, Cost, Status, Auth Hrs, Auth Fees, and Auth Amt. The table has one row with 'DEMO200 - DEMONSTRATION' in the first column.

At the bottom of the form is a 'School Fee' section with a text input field for 'School Fee' (containing '25.00'), a text input field for 'Authorized Fee', and a dropdown menu for 'Status' (with 'Authorized' selected). Below this section are three buttons: 'Add Course' (green), 'Calculate' (blue), and 'Authorize' (green).

Click “Authorize.”

Seaman To Admiral Voucher: New Voucher

Doc Nbr:	EDI:	Branch:	Rate:	Ed Plan	Quota Caps
Seaman To Admiral Voucher: New Voucher					
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 DEMO200 - DEMONSTRATION	Credit Unit Q	Credit Hours 5.0000	Hourly Cost 320.00	Cost 1,600.00	Status 0
School Fee 25.00		Authorized Fee		Status Authorized	
<div>Add Course Calculate Authorize</div>					

Confirm that the term information is correct.

Seaman To Admiral Voucher: New Voucher

Doc Nbr:

Education Goal
4 - BS

School
0094A

Start Date
2019-07-08

Term
Summer

Site Code
35

School Name
Oregon State University

Comp Date
2019-09-27

Document Authorizer

Site Name
NROTCU OREGON STATE U

Probation

Doc Auth Pct
.00

WebTA Approver
Not a WebTA Document

Grad Indicator
N

DoD MOU

Doc Auth Date

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
25.00

Authorized Fee

Status
Authorized

Add Course Calculate Authorize

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

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

NCMIS Home Functions Tuition Assistance Maintenance Reports Administration Notifications

Person Search Documents Current Document

Document Authorized

Seaman To Admiral Voucher: [Redacted]

Doc Nbr: [Redacted] EDI: [Redacted] Branch: USN Rate: [Redacted] Ed Plan: [Redacted] Quota Caps: [Redacted] 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: 2019-07-08 Comp Date: 2019-09-27 Doc Auth Pct: .00 Doc Auth Date: 2019-06-28

Term: Summer Document Authorizer: [Redacted] WebTA Approver: [Redacted] 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

School Fee: 25.00 Authorized Fee: .00 Status: Authorized

Add Course Calculate Save Print Doc Form 1164 Upload Attachment

Review the STA-21 Authorization Voucher for accuracy.

Note: Fees will appear under “Misc Cost” (Miscellaneous Cost) on voucher. Fees may be government funded within quota limits.

STA-21 TUITION AUTHORIZATION S3520190 28-Jun-2019

DODID: [Redacted] NAME: [Redacted]
UNIT: NROTCU OREGON (ECP STU) INSTITUTION: Oregon State University

ENROLLMENT AUTHORIZATION

START: [Redacted]-2019 END: [Redacted]-2019

COURSE	TITLE	HOURS	COURSE COST	MISC COST
DEMO200	DEMONSTRATION	5.0	\$1,600.00	\$50.00
	ADMIN FEES			\$25.00

TUITION COST: \$1,600.00
MISCELLANEOUS COST: \$75.00
GOVERNMENT COST: \$1,675.00
STUDENT'S COST: \$0.00
TERM AMOUNT AVAILABLE: \$825.00

I have read, understand, and will comply with the provisions of OPNAVINST 1420.1A governing my participation in the STA-21 Program. I hereby authorize release of my grades and notification of degree completion to the US Navy.

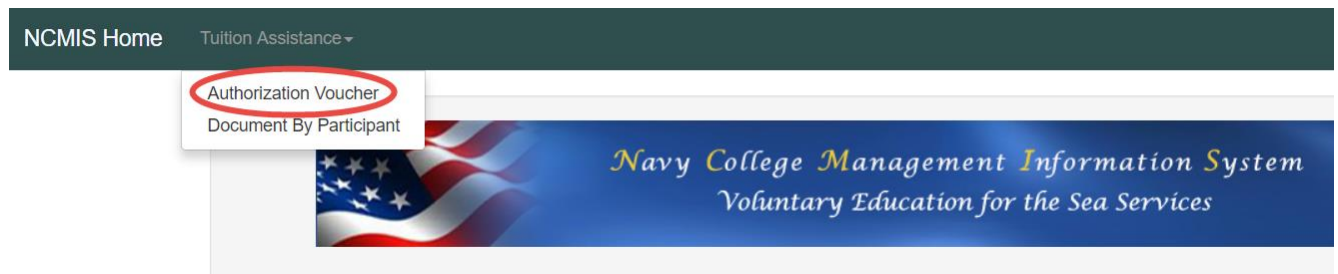
III. Form 1164 (Reimbursement Request)

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

CLAIM FOR REIMBURSEMENT FOR EXPENDITURES ON OFFICIAL BUSINESS		1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE	2. VOUCHER NUMBER				
		3. SCHEDULE NUMBER					
<i>Read the Privacy Act Statement on the back of this form.</i>							
C L A I M A N T	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.)							
DATE	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.)	FARE RATE (Enter Whole Numbers Only)	AMOUNT CLAIMED				
(a)	(b)	(c) FROM	(d) TO	NUMBER OF MILES (e)	FARE OR TOLL (f)	ADD PERSONS (g)	TIPS AND MISCELLANEOUS (h)
If additional space is required continue on the back.		SUBTOTALS CARRIED FORWARD FROM THE BACK					
7. AMOUNT CLAIMED (Total of columns (f), (g) and (h).) \$				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).) <div style="text-align: right;">Sign Original Only</div>				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. <div style="text-align: right;">Sign Original Only</div>			
APPROVING OFFICIAL SIGN HERE		DATE		CLAIMANT SIGN HERE		DATE	
9. This claim is certified correct and proper for payment. <div style="text-align: right;">Sign Original Only</div>				11. CASH PAYMENT RECEIPT			
AUTHORIZED CERTIFYING OFFICER SIGN HERE		DATE		a. PAYEE (Signature)		b. DATE RECEIVED	
						c. AMOUNT	
						\$	
				12. PAYMENT MADE BY CHECK NUMBER			
ACCOUNTING CLASSIFICATION							

IV. Amending Authorized Vouchers

Tuition Assistance > Authorization Voucher



NCMIS Home Tuition Assistance ▾

Authorization Voucher
Document By Participant

Navy College Management Information System
Voluntary Education for the Sea Services

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.
 - Limited 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 Points of Contact for who can provide assistance to resolve this issue.*

Seaman To Admiral Voucher:

Doc Nbr: <input type="text"/>	EDI: <input type="text"/>	Branch: USN	Rate: <input type="text"/>	Ed Plan <input type="text"/>	Quota Caps <input type="text"/>	Refresh \$ <input type="button"/>
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Education Goal <input type="text" value="4 - BS"/>	Site Code <input type="text" value="35"/>	Site Name <input type="text" value="NROTCU OREGON STATE U"/>	Grad Indicator <input type="text" value="N"/>
School <input type="text" value="0094A"/> ?	School Name <input type="text" value="Oregon State University"/>	Probation <input type="text" value="N"/>	DoD MOU <input type="text" value="Y"/>
Start Date <input type="text" value="2019-"/> <input type="button" value="📅"/>	Comp Date <input type="text" value="2019-"/> <input type="button" value="📅"/>	Doc Auth Pct <input type="text" value=".00"/>	Doc Auth Date <input type="text" value="2019-06-28"/>
Term <input type="text" value="Summer"/>	Document Authorizer <input type="text"/>	WebTA Approver <input type="text"/>	Prior Used Dollars <input type="text" value="5,000.00"/>

Course and Title	Credit Unit	Credit Hours	Hourly Cost	Cost	Status	Auth Hrs	Auth Fees	Auth Amt	Grade	Actions
DEMO200 - DEMONSTRATION	<input type="text" value="Q"/> ?	<input type="text" value="5.0000"/>	<input type="text" value="320.00"/>	<input type="text" value="1,600.00"/>	<input type="text" value="0"/> ?	<input type="text" value="0.0000"/>	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value=""/>	<input type="button" value="Grade"/> <input type="button" value="Cancel"/>

School Fee <input type="text" value="25.00"/>	Authorized Fee <input type="text" value=".00"/>	Status <input type="text" value="Authorized"/>
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- 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.

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: [REDACTED]

Doc Nbr:	EDI:	Branch:	Rate:	Ed Plan	Quota Caps	Refresh \$				
<div>Education Goal: 4 - BS Site Code: 35 Site Name: NROTCU OREGON STATE U Grad Indicator: N</div> <div>School: 0094A School Name: Oregon State University Probation: N DoD MOU: Y</div> <div>Start Date: 2019- Comp Date: 2019- Doc Auth Pct: .00 Doc Auth Date: 2019-06-28</div> <div>Term: Summer Document Authorizer: WebTA Approver: Prior Used Dollars: 5,000.00</div>										
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	<div>A B C D F I N X P S U W</div>	<div>Grade Cancel</div>
School Fee: 25.00		Authorized Fee: .00		Status: Authorized						

Add Course Calculate Save Print Doc Form 1164 Upload Attachment

- Verify course grade saved

Person Search
[REDACTED]'s Documents

• Course CHEM 242A graded.

Seaman To Admiral Voucher: [REDACTED]

VI. 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.

VII. Points of Contact

Jim Branch, NSTC NROTC Supply Management Specialist

- Teleworking email james.r.branch8.civ@us.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
- 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

Shemika Barnes, NETPDC N83 VOLED Business Operations Division Head

- Teleworking email: shemika.a.barnes.civ@us.navy.mil
- Liason with NSTC leadership on training requirements for Supply Technicians using NCMIS

Kim Rush, Program Manager, NCMIS Program Office

- To contact, please submit a help request via [LiveHelpNow](#).
- Responsible for technical issues, account issues, and new accounts