STA-21 SUPPLY TECH USER GUIDE

How to create a STA-21 authorization voucher

NCMIS Program Office July 2019

Table of Contents

Updated July 2019 (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
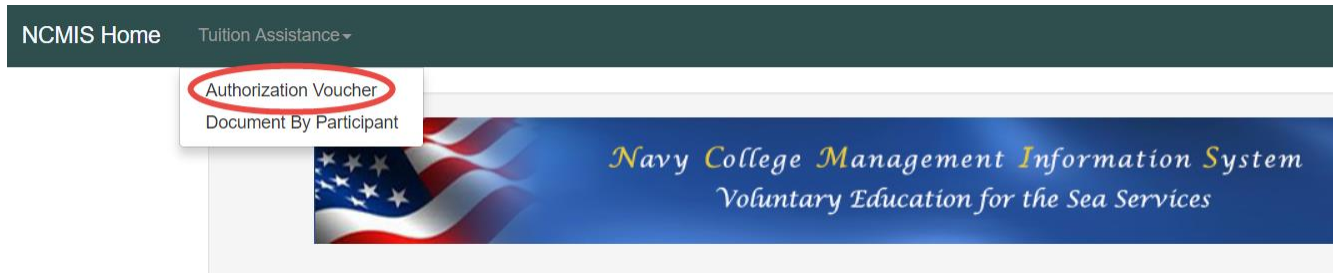
- ➢ Enter the Last Name, First Name or the EDI (DOD ID #)
- ➢ Click, "Search"
- ➢ Select the individual by clicking on their last name.

Creating a Document:

Click on "Add Document"

Updated July 2019 (KG)

*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.
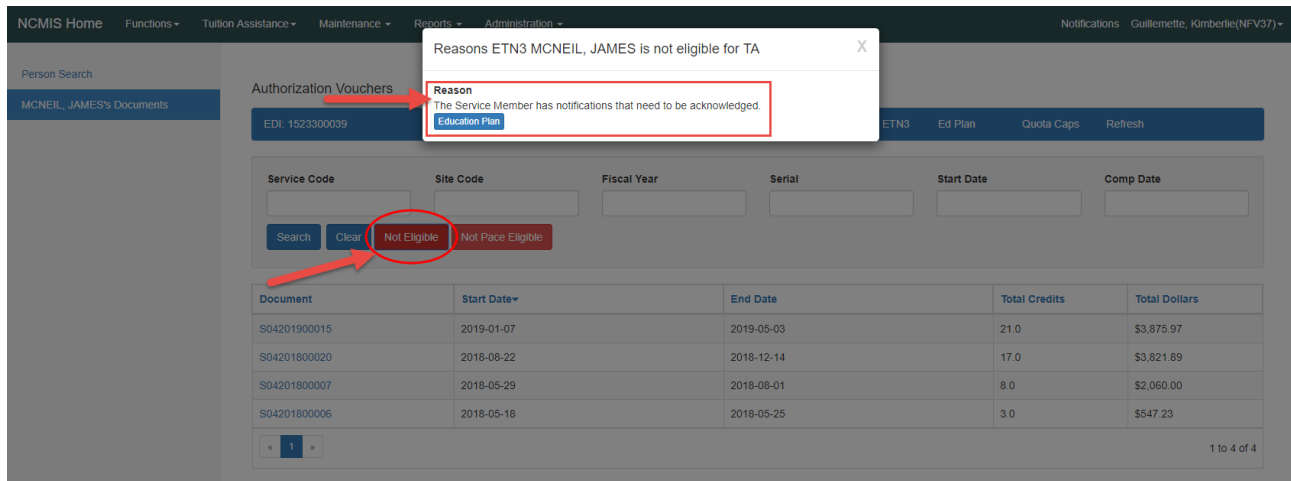
Once the blank document opens, enter the following fields:

- ➢ 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"

Updated July 2019 (KG)

Complete the course specific information (include <u>course</u> fees if applicable) and then click "OK.
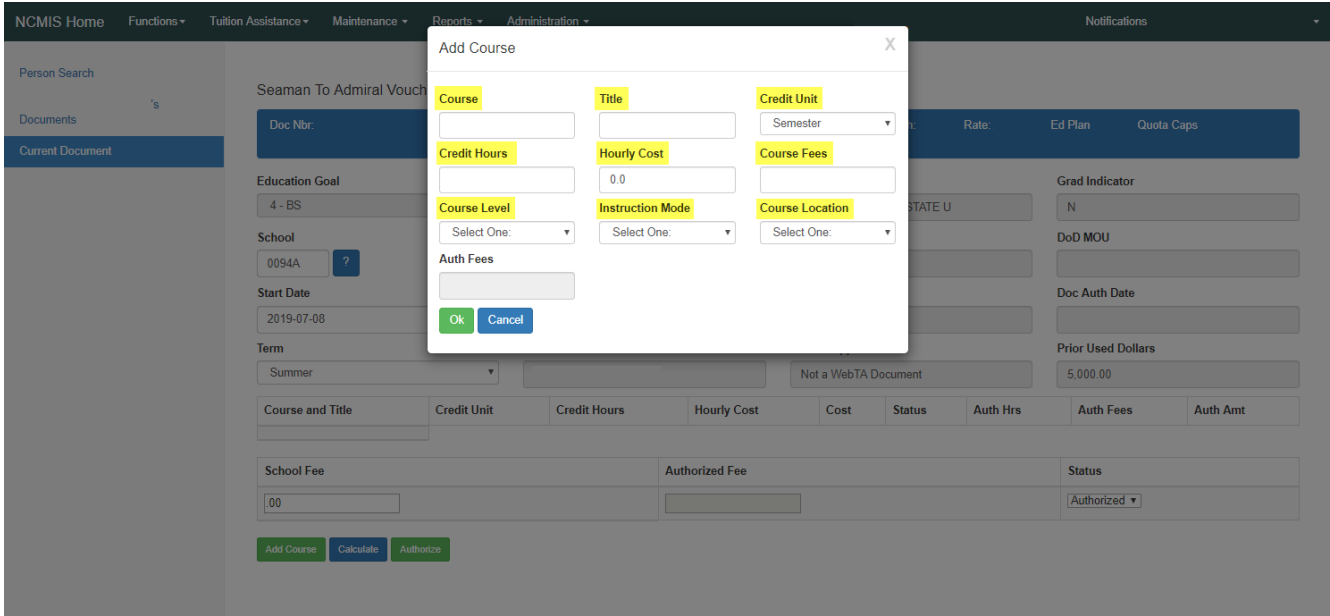
Enter eligible <u>institution</u> fees in the School Fee area box.

Updated July 2019 (KG)

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.

| ition 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

STATE U

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]

Updated July 2019 (KG)

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.

Updated July 2019 (KG)

III. Form 1164 (Reimbursement Request)

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

<table>
<tr><td colspan="3">CLAIM FOR REIMBURSEMENT
FOR EXPENDITURES
ON OFFICIAL BUSINESS</td><td colspan="2">1. DEPARTMENT OR ESTABLISHMENT, BUREAU, DIVISION OR OFFICE</td><td>2. VOUCHER NUMBER
— — — — —
3. SCHEDULE NUMBER</td></tr>
<tr><td colspan="4"><i>Read the Privacy Act Statement on the back of this form.</i></td><td colspan="2">5. PAID BY</td></tr>
</table>

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

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.

AUTHORIZED CERTIFYING OFFICER SIGN HERE ▶

Sign Original Only

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)

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.
  - Limited changes (highlighted) to authorized vouchers are permitted until invoice or grade is posted.
  - **Terms cannot be changed after the document has been authorized.*

- ➢ 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:

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

Education Goal	**Site Code**	**Site Name**	**Grad Indicator**
4 - BS	35	NROTCU OREGON STATE U	N

School	**School Name**	**Probation**	**DoD MOU**
0094A ?	Oregon State University	N	Y

Start Date	**Comp Date**	**Doc Auth Pct**	**Doc Auth Date**
2019-	2019-	.00	2019-06-28

Term	**Document Authorizer**	**WebTA Approver**	**Prior Used Dollars**
Summer			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	Authorized Fee	Status
25.00	.00	Authorized ▼

Add Course Calculate Save Print Doc Form 1164 Upload Attachment

Grade drop down list: A B C D F I N X P S U W

➢ Verify course grade saved

Person Search

_____'s Documents

- Course CHEM 242A graded.

Seaman To Admiral Voucher:

Updated July 2019 (KG)

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.