# 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 1	10
VII. Important Reminders1	11
STA-21 funding limits:1	11
Fees:	11
Enter Vouchers in Term Order 1	11
NCMIS Access 1	11
Appendix	
Points of Contact	4

## 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 <u>https://supportsystem.livehelpnow.net/new\_ticket.aspx?cid=30432</u>
- > 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.

EDI		Last Nar	Last Name, First Name								
		Popeyr	e, Sailor								
Participant All Participants Search Clear	Branch	Rate	Active Yes	Pay Grad	e Command	?					
		Pro	nch Com	mand Rate	e Pay Grade	Active					
EDI Last Name	First Name	Dia									
EDI Last Name	First Name	Dia				_					

#### Creating a Document:

Click on "Add Document"

Person Search	Authorization Vouchers					
's Documents	EDI:	Brai	nch: Navy Rate:	Ed Plan	Quota Caps Re	efresh
	Service Code Sit	e Code Fiscal Year	Serial	Start Date	Co	mp Date
	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 Appendix A for Point of Contact to resolve this issue before proceeding.

NCMIS Home Functions - Tuition	Assistance - Maintenance - Rep	orts - Administration -		Notifications Guil	lemette, Kimberlie(NFV37)≁
Person Search MCNEIL, JAMES's Documents	Authorization Vouchers EDI: 1523300039	Reasons E IN3 MCNEIL, JAMES is not eligible Reason Reservice Member has notifications that need to be ackn Education Plan	owledged. ETN3 Ed Plan	Quota Caps Refresh	_
	Service Code	Site Code Fiscal Year	Serial Start Date	Comp Da	ite
	Document S04201900015	Start Date~ 2019-01-07	End Date 2019-05-03	Total Credits Tot 21.0 \$3.	al Dollars 875.97
	S04201800020	2018-08-22	2018-12-14	17.0 \$3,	821.89
	S04201800006	2018-05-18	2018-05-25	3.0 \$54	47.23
					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

ents	Doc Nbr:						E	Branch:	Rate:	Ed Plan	Quota C	aps
t Document								551				
	Education Goal		Site Code		_	Si	ite Name			Grad Indi	cator	
	4 - BS	T			2					Ν		
	School		School N	ime		Pr	robation			DoD MOU		
	?											
	Start Date		Comp Da	e		Do	oc Auth Pct			Doc Auth	Date	
		ė			Ē		.00					
	Term		Documen	t Authorizer		w	ebTA Approver			Prior Use	d Dollars	
		٣					Not a WebTA Do	ocument		5,000.00	)	
	Course and Title	Credit Unit	Cre	dit Hours	Hourly Cost		Cost	Status	Auth Hrs	Auth	Fees	Auth Am
	School Fee				Authorized Fee					Status		
	.00	7					]			Authori	zed •	

Then Click on "Add Course"

NCMIS Home	Functions -	Tuition Assistance <del>-</del>	Maintenance -	Reports - Admin	nistration <del>-</del>				X			Notification	s	
Person Search		C		Add Course										
	's	Seaman	to Admiral Vouc	Course	Т	itle		Credit Unit						
Documents		Doc Nbr:						Semester	•	h:				
Current Document				Credit Hours	н	lourly Cost		Course Fees						
		Education G	Goal			0.0						Grad Indicator		
		4 - BS		Course Level	Ir	nstruction Mo	de	Course Location		STATE U		N		
		School		Select One:	<b>v</b>	Select One:	T	Select One:	T			DoD MOU		
		0094A	?	Auth Fees										
		Start Date										Doc Auth Date		
		2019-07-0	8	Ok Cancel										
		Term										Prior Used Dolla	irs	
		Summer		<b>v</b>				Not a WebT	A Docum	ent		5,000.00		
		Course an	d Title	Credit Unit	Credit Ho	ours	Hourly Co	st Cost	Sta	itus	Auth Hrs	Auth Fees	Auth A	mt
		School Fee	e			A	thorized Fee					Status		
		.00										Authorized <b>v</b>		
		Add Course	Calculate Aut	orize										

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.

Seaman To Admiral Voucher: New Voucher

Doc Nbr:	EDI:				Branch: USN	Rate:	Ed Plan	Quota Caps		
Education Goal 4 - BS	¥	Site Code	?	Site Name NROTCU ORE	GON STATE U		Grad Indicator			
School ?		School Name Oregon State University	1	Probation			Dod MOU			
Start Date 2019-07-08	i	Comp Date 2019-09-27	ė	Doc Auth Pct			Doc Auth Date			
Term Summer	T	Document Authorizer		WebTA Approve	er Document		Prior Used Dollars 5,000.00			
Course and Title DEM0200 - DEMONSTRATION	Credit Ur	Credit Hours       5.0000	Hourly Cost 320.00	Cost 1,600.00	Status 0 ?	Auth Hrs	Auth Fees	Auth Amt		
School Fee 25.00			Authorized Fee				Status Authorized •			
Add Course Calculate Authori	ze									

#### Click "Authorize."

Seaman To Admiral Voucher: New Voucher

Doc Nbr:	EDI:				Branch: USN	Rate:	Ed Plan	Quota Caps		
Education Goal 4 - BS	Ŧ	Site Code	?	Site Name NROTCU (	DREGON STATE L	J	Grad Indicate	pr		
School ?		School Name Oregon State University	(	Probation			DoD MOU			
Start Date 2019-07-08	t	Comp Date 2019-09-27	ė	Doc Auth Po	t		Doc Auth Da	te		
Term Summer	٣	Document Authorizer		WebTA Appr	rover TA Document		Prior Used D 5,000.00	Prior Used Dollars 5,000.00		
Course and Title DEM0200 - DEMONSTRATION	Credit Un	it Credit Hours	Hourly Cost 320.00	Cost 1,600.00	Status	Auth Hrs	Auth Fees	Auth Amt		
School Fee			Authorized Fee				Status Authorized	•		
Add Course Calculate Authoriz										

Confirm that the term information is correct.

sistance • Maintenance •	Confirm Term	ninisuauon ▼			Х	_	Nouncations	_		
Seaman To Admiral Vouch	Warning: By c term selected Please verify Term cannot b	licking authorize you ar he term is correct: <b>Sum</b> le changed after author	e confirming that the co I <b>mer</b> zation	urses listed are for th	ie I:	Rate:	Ed Plan Quota Caps			
Education Goal	Vouchers mus	t be authorized in term	date order (i.e. summe	before fall).			Grad Indicator			
4 - BS					STATE (	J	N			
School	Authonze Car	icel					DoD MOU			
0094A ?		Oregon State Univers	ity							
Start Date		Comp Date		Doc Auth Pc	t		Doc Auth Date			
2019-07-08	<b></b>	2019-09-27	<b></b>	.00						
erm		Document Authorizer		WebTA Appr	over	Prior Used Dollars				
Summer	•			Not a WebT	A Document		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			
							Authorized •			

NCMIS Home Functions - Tuition Assistance - Maintenance - Reports - Administration -Notifications Person Search Document Authorized Seaman To Admiral Voucher: Documents Doc Nbr: EDI Refresh \$ Branch USN Education Goal Site Code Site Name Grad Indicator 4 - BS ۳ 35 NROTCU OREGON STATE U Ν School School Name Probation DoD MOU 0094A Oregon State University N Y Start Date Comp Date Doc Auth Pct Doc Auth Date 2019-07-08 2019-09-27 .00 2019-06-28 ė ė WebTA Approver Prior Used Dollars Term Document Authorizer Summe 5,000.00 Course and Title Credit Unit Credit Hours Hourly Cost Cost Auth Hrs Auth Fees Auth Amt Grade Actions Status DEMO200 - DEMONS Q ? 5.0000 320.00 1,600.00 0 ? 0.0000 .00 .00 Ŧ Grade Cancel School Fee Authorized Fee Status Authorized • 25.00 .00

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.



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.

	CLAIN F ON	OR OR	OR REIMBURSEMENT EXPENDITURES FICIAL BUSINESS Read the Privacy Act Staten	1. DEPARTI	MENT OR ESTABLISHM	IENT, BUREAU, DIVISION	OR OFFICE	2. VOUCHER NU 3. SCHEDULE N	JMBER 			
4. C	a. NAME (La	ist, first	t, middle inišial)			b. EMPLOYEE ID NU	MBER					
Å												
I A N T	c. MAILING /	ADDRE	SSS (Include ZIP Code)			d. OFFICE TELEPHO	NE NUMBER					
6. E	EXPENDIT	URE	S (If fare or toll claimed in column accompanied the claimant.)	(g) excee	ds charge for one	person, show in coll	umn (h) the i	number of add	fitional pers	ions which	, 	
(	DATE	c o	Show appropriate code in column (b): A - Local Travel B - Telephone or Telegraph	D. Funer E. Speci	ral Honors Detail alty Care		MLEAGE PATE (Enter Whole Numbers Only)	AMOUNT CLAIMED				
	_	DE	C - Other expenses (itemized)				4		FARE			
	~	_	(Explain ex	xpenditures ir	n specific detail.)		NUMBER OF MILES	MILEAGE	OR TOLL	ADD PERSONS	TIPS AND MISCELLANEOUS	
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AC	COUNTIN	IG CL	ASSIFICATION									

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.
  - <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.

Seaman To Admiral Vouch	er:											
Doc Nbr:	EDI:					Branch: USN	Rate:	Ed Plan	Quota Caps	Refresh \$		
Education Goal		Site Code			Site Name			Grad Indicator				
4 - BS	¥	35			NROTCU C	REGON STAT	EU	Ν				
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0094A ?		Oregon Stat	te University		Ν			Υ				
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Summer	٣							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	<b>_</b>	Grade Cancel		
School Fee			Aut	horized Fee				Status				
25.00			.00					Authorized	•			

- Add Course Calculate Save Print Doc Form 1164 Upload Attachmen
  - 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. <u>https://www.navycollege.navy.mil/</u> > Assistance Center > Help Request
- <u>https://supportsystem.livehelpnow.net/new\_ticket.aspx?cid=30432</u>
- 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:	l	Ed Plan	Quota Caps	s Refresh \$		
Education Goal 4 - BS	Ŧ	Site Code 35					Site Name	OREGON STAT	EU		Grad Indicator				
School ?		School Name Oregon Stat	te University				Probation N	Probation N				DoD MOU Y			
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Term Summer	Ŧ	Document Au	nent Authorizer				WebTA Approver				Prior Used Dol 5,000.00	lars			
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School Fee	Q	5.0000	320.00	Auth	orized Fe	e	0 ?	0.0000	.00		Status	A B C	Grade		
25.00 Add Course Calculate Save	Print Doc	Form 1164 Uplo	ad Attachment	.00							Authorized •	F F I N P S U W			
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's Document	ts	Sea	aman To A	dmi	ral Vou	cher:									

# 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:

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

#### NCMIS Access

- To gain access to NCMIS, submit a Help Request Ticket at the Navy College Program website. <u>https://www.navycollege.navy.mil/</u> > Assistance Center > Help Request
  - <u>https://supportsystem.livehelpnow.net/new\_ticket.aspx?cid=30432</u>
  - 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
- Provides assistance with enrollment of a sailor in NCMIS into STA21 program

Mike Fisk, NETPDC Financial Technician

- Teleworking email <u>mike.fisk@navy.mil</u>
- 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
- Responsible for overseeing proper certification of WAWF invoices

Tim Driggers, NETPDC N83 VOLED Business Operations Division Head

- Teleworking email <u>timothy.driggers1@navy.mil</u>
- Liason with NSTC leadership on training requirements for Supply Technicians using NCMIS