



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCINST 7200.2B
Ser N00
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NSTC INSTRUCTION 7200.2B

From: Commander, Naval Service Training Command

Subj: ESCALATION PROTOCOL DUE TO NON-LIQUIDATION OF TRAVEL
AUTHORIZATIONS AND VOUCHERS

Ref: (a) Department of Defense 7000.14-R (DoD FMR)
(b) Department of Defense Instruction (DoDI) 5154.31
(c) Joint Travel Regulations (JTR)
(d) NSTCINST 7200.1 (series)
(e) NAVADMIN 156/17 Compliance with Travel Requirements
(f) Defense Travel Management Office Guide for Managing Travel-Incurred Debt, Sec. 2.1.2 and 2.1.3
(g) Defense Travel System (DTS) Unsubmitted Travel Voucher Management Memo dtd 18 Nov 2020

Encl: (1) Memo in Lieu of a DD Form 1351-2

1. Purpose. To mitigate the risk of outstanding or unliquidated Defense Travel System (DTS) travel obligations as well as establishing and implementing policies and procedures for the escalation protocol due to non-liquidation of travel authorizations and vouchers for the Naval Service Training Command (NSTC) domain. The intent of this instruction is to maintain compliance with references (a) through (g).

2. Cancellation. NSTCINST 7200.2A

3. Responsibilities. This instruction is applicable to all personnel assigned to NSTC, its subordinate commands, and activities.

4. Action. It is the traveler's and their chain of command's responsibility to resolve all unliquidated TDY expenses. A travel mission is not complete until the traveler has digitally signed the DTS voucher for approval or a completed DD Form 1351-2 is signed by the traveler in blocks 20a and 20b, and submitted to the command's Non-DTS Entry Agent (NDEA).

a. Per references (a) through (g), travelers are required to submit a travel voucher within 5 business days of the travel return date, regardless of leave, or other delays. Split disbursement is required to pay all expenses charged to the Government Travel Charge Card (GTCC).

b. Per reference (d), travelers are required to submit a receipt for all reimbursable expenses.

c. As directed by reference (e), the DD Form 1351-2 must be signed in block 20a and the submission date must be stamped/written legibly in block 20b. In an available space between blocks 20c and 23, “Received By” must be stamped/written legibly, to include the printed first, and last name of the NDEA who received the form, the NDEA’s signature and the date received.

d. The traveler or NDEA is required to upload all forms and supporting documentation into DTS under the expenses page as an expense attachment or document.

5. If an authorization or voucher is not submitted within the required time, the NSTC Travel Team will use the NSTC Escalation Protocol, figure (1), as guidance to mitigate outstanding or unliquidated DTS travel obligations.

RESPONSIBILITY	TIME FRAME	ESCALATION PROTOCOL
NSTC Travel Team and Reviewing Official	Weekly	All Reviewing Officials run mandatory reports in DTS
Travelers/NDEA	Within 5 Work Days	Submit travel claim/voucher in DTS. If the traveler did not travel, cancel the trip using the cancellation process to de-obligate the funds.
NSTC Travel Team/Subordinate Commands DTS POC	Weekly	N8 will provide subordinate commands DTS POC with the Unliquidated Document Report. POC will investigate the problem and provide a response in the time allotted.
NSTC Travel Team	30 days	If no actions taken by subordinate commands DTS POC or traveler, N8 will provide subordinate commands Commanding Officer and Executive Officer with the Unliquidated Document Report. Commanding Officer and Executive Officer will investigate the problem and provide a response in the time allotted.
NSTC Travel Team	45 days	N8 will inform the Commanding Officer and Executive Officer the status of the unliquidated document and state that since no action was taken, N8 Travel Team will take the required action to close the document. This could result in a debt collection to the traveler.

Figure (1)

6. If an authorization or voucher is not submitted within 45 days, NSTC N8 Travel Team will close the document by processing the voucher as a zero dollar voucher to be paid to the traveler and GTCC or pay the Centrally Billed Account as applicable. The Approving Official will comment “The Unit/Traveler has taken no action. Per NSTCINST 7200.2B, processing to clear document. A Memo in Lieu of DD 1351-2 has been attached. No expenses paid to the traveler. If the traveler provides the required documentation, the voucher can be amended, expenses

added and resubmitted for approval”. This comment is put in the Review Authorization/Voucher page under Comments to Approving Official and in the Sign and Submit page when signing the voucher.

7. In compliance with references (f) and (g), if an authorized travel advance exists, the traveler or NDEA must create a voucher and update estimated expenses that DTS pulled from the authorization to reflect the actual expense amounts and route it to an NSTC N8 Travel Team member for approval. DTS will automatically send a notification of potential debt to the traveler. The traveler has 30 days from the date of the notification to make a payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. Reference (f) gives Debt Management Monitors the authority to begin involuntary payroll deduction actions to recover the full amount of advances paid if the traveler does not take any of the above actions.

8. Records Management. Records created, as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1, dated 20 December 2019.

9. Review and Effective Date. Per OPNAVINST 5215.17A, NSTC will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire ten years after effective date unless reissued or canceled prior to the ten-year anniversary date, or an extension has been granted.



JENNIFER S. COUTURE

Releasability and distribution:

This instruction is cleared for public release and is available electronically via the Naval Service Training Command issuance website,

http://www.netc.navy.mil/nstc/NSTC_Directives/instructions.html

Memo in Lieu of a DD Form 1351-2

Background: Due to the April 28, 2020 DTS expense screen functionality update, a Non-DTS Entry Agent (NDEA) **cannot** apply the "T-ENTERED" stamp on a DTS voucher **without** uploading documentation assigned as "Travel Voucher (Form 1351-2)." Normally, the NDEA would upload the traveler's DD Form 1351-2 (1351-2). However, as per Navy DTS Business Rules, there are conditions in which an NDEA may apply the "T-ENTERED" stamp without a 1351-2 required from the traveler.

This memo may be uploaded and assigned as "Travel Voucher (Form 1351-2)" in DTS in lieu of a 1351-2 when one of the below conditions applies:

- Submitting a zero-dollar reimbursable DTS voucher in DTS 46 days or greater after the scheduled trip return date. Submission may result in a DUE US if the traveler received prior payments. (Ref. "DON Accounting Treatment of Unsubmitted Travel Vouchers" memo dated 18 NOV 2020)
- Completing/closing out a DTS trip record for a canceled trip that has no authorized travel and transportation allowances, and the traveler is not claiming reimbursable expenses. Submission may result in a DUE US if the traveler received prior payments. (Ref. JTR par. 020101-B and Table 2-16)
- Adjusting DTS voucher to establish a debt for improper over-payment error(s) the traveler has not corrected within 15 calendar days of notification. (Ref. USD(C) Memo on Preventing Travel Pay Improper Payments and Enforcing Recovery dated 07 OCT 2016)
- Establishing a debt in which the traveler refused to sign their DTS voucher or 1351-2. Entered "Traveler refused to sign" in the "Additional Comments" block of the "Digital Signature" screen. (Ref. DTMO Guide for Managing Travel-Incurred Debt)
- Clearing a debt for Out of Service (OOS) write-off or transfer with one of the following uploaded and assigned as "Other:" 1). Email received from the DFAS Pay Office or 2). Debt Acceptance letter from DFAS OOS Office. (Ref. DTMO Guide for Managing Travel-Incurred Debt)
- Clearing a debt when the automated Advice of Collection (AOC) did not post in DTS. Provided evidence of collection by uploading one of the following assigned as "Other:" 1). Cash Collection Voucher (CCV), 2). Accounting System screen shot (e.g., STARS Single Document Inquiry (RDOC)), 3). Defense Civilian Pay System (DCPS) Debt Case History, 4). Master Military Pay Account (MMPA), 5). Traveler Leave & Earning Statement (LES), or 6). Email from DFAS stating debt was collected. (Ref. DTMO Guide for Managing Travel-Incurred Debt)
- Reconciling a CBA transaction in which no reimbursable expenses are made to the traveler. (Ref. DTMO Centrally Billed Account (CBA) Reconciliation Manual)
- Resolving an accounting reject in which the traveler signed the original DTS voucher but was not reimbursed due to an accounting error. Verified no additional payment or amount was changed from the version of the voucher signed by the traveler/NDEA prior to applying the "T-ENTERED" stamp.
- Uploading receipts/substantiating documentation only. Verified no additional payment or amount was changed from the version of the voucher signed by the traveler/NDEA prior to applying the "T-ENTERED" stamp.

By digitally signing this memo, I certify the correct condition above is checked. I also certify the "Credit Summary" section on the "Review Financial Summary" screen in DTS has \$0.00 for the "Net to Traveler" amount. If only correcting a reject or adding receipts/substantiating documentation, I certify no cost change was made **prior** to applying the "T-ENTERED" stamp.

A rectangular box with a light blue background and a thin black border, used for a digital signature. The text "Signature" is visible in the top left corner of the box.