



DEPARTMENT OF THE NAVY

NAVAL SERVICE TRAINING COMMAND
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NSTCINST 7200.2

N8

13 Aug 2020

NSTC INSTRUCTION 7200.2

From: Commander, Naval Service Training Command

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

Ref: (a) DoD 7000.14-R, Financial Management Regulation, Date Varies
(b) DoDI 5154.31, Defense Travel Management Office, 16 October 2015
(c) Joint Travel Regulations (JTR)
(d) NSTCINST 7200.1A
(e) NAVSUPINST 4650.8
(f) NAVSUPINST 4650.7A
(g) DTS EPN FY17#1 Requirement for Navy BSO's to Review Navy DTS PMO
Unsubmitted Voucher report and Follow Escalation Protocol
(h) CNO WASHINGTON DC 291811Z Jun 17 (NAVADMIN 156/17)

1. Purpose. To mitigate the risk of outstanding/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 (h).

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

3. Action. It is the travelers and the travelers' chain of command 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 20 a-b and submitted to the commands Non-DTS Entry Agent (NDEA).

a. Per references (a) thru (h), travelers are required to submit a travel voucher within 5 business days of the travel return date, regardless of leave, or any similar 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 (h), 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 accepted 1351-2 must also have the signature of the NDEA and date received.

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

4. If an authorization/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/unliquidated DTS travel obligations.

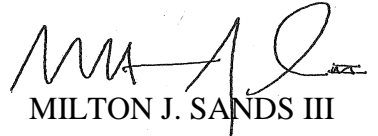
RESPONSIBILITY	TIME FRAME	ESCALATION PROTOCOL
Subordinate Commands	Weekly	All Reviewing Officials run mandatory reports in DTS
Travelers/NDEA	Within 5 Work Days	Submit travel claim/voucher in DTS. If the traveler did not travel, cancel the trip using the cancellation process to de-obligate the funds.
NSTC Travel Team/Subordinate Commands DTS POC	30 days	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	60 - 90 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	90 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)

5. At or beyond 90 days, the 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 to pay the Centrally Billed Account as applicable. The Approving Official will put the comments “The Unit/Traveler have taken no action. Per NSTCINST 7200.2, processing to clear document. No expenses paid to the traveler. If the traveler provides the required documentation, the voucher can be amended, expenses added and resubmitted for approval” in comments to the Approving Official and comments on the digital signature page when approving.

6. 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 January 2012.

7. 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 5 years after effective date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.



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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