

COMNAVRESFORINST 4650.1B  
1 May 2020

**ORDER PROCESSING AND  
TRANSPORTATION ARRANGEMENTS  
FOR NAVY RESERVE SAILORS**



**DEPARTMENT OF THE NAVY**  
COMMANDER NAVY RESERVE FORCE  
1915 FORRESTAL DRIVE  
NORFOLK VA 23551-4615

COMNAVRESFORINST 4650.1B  
N33  
1 May 2020

COMNAVRESFOR INSTRUCTION 4650.1B

From: Commander, Navy Reserve Force

Subj: ORDER PROCESSING AND TRANSPORTATION ARRANGEMENTS FOR NAVY  
RESERVE SAILORS

Ref: See appendix A.

Encl: (1) Recommendation for Change

1. Purpose. To revise policy and outline administrative procedures for processing Annual Training (AT), Active Duty for Training (ADT), Inactive Duty Training Travel (IDTT) orders, and related travel arrangements for Reserve personnel, per appendix A. For this instruction, the philosophy of “it doesn’t say I can’t; therefore, I can” does not apply. Commander, Navy Reserve Forces Command (COMNAVRESFORCOM) Travel and Orders (N33) will make the final determination for all in stances not covered by policy.

2. Cancellation. COMNAVRESFORINST 4650.1A

3. Scope and Applicability. This instruction applies to all Navy Reserve Activities and supporting personnel using the Navy Reserve Order Writing System (NROWS) and the Defense Travel System (DTS). Throughout this instruction, the terms “selected reservists” (SELRES) and “reservists” refers to Sailors in the Navy Reserve who earn retirement points for monthly drills and or AT.

4. Administration and Maintenance. COMNAVRESFORCOM is responsible for administering and maintaining this instruction. Submit recommended changes with supporting data to COMNAVRESFORCOM Force Travel (N33) via the chain of command.

5. Action. Addressees must ensure widest distribution of and compliance with, the provisions of this instruction. Sections of this instruction are designed to be duplicated and distributed to reservists for use as guides or checklists in the execution of travel.

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 of January 2012.

7. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM N33 will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.

This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

8. Forms. The forms listed in subparagraphs 8(a) and 8(b) are available for download via Naval Forms Online, <https://navalforms.documentservices.dla.mil/web/public/home>. DD Form 577 listed in subparagraph 8(c) is available for download via Executive Services Directorate, <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0577.pdf>. NAVPERS 1336/3 listed in subparagraph 8(d) is available for download via Navy Personnel Command, <https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx>.

- a. OPNAV 5239/14 System Authorization Access Request Navy
- b. OPNAV 5215/40
- c. DD Form 577 Appointment/Termination Record Form – Authorized Signature
- d. NAVPERS 1336/3 Special Request/Authorization



J. A. SCHOMMER  
Deputy Commander

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via COMNAVRESFOR Website, <https://www.public.navy.mil/nrh/Pages/instructions.aspx>

TABLE OF CONTENTS

Chapter 1	ANNUAL TRAINING /ACTIVE DUTY FOR TRAINING INACTIVE DUTY FOR TRAINING TRAVEL POLICY	
1.	General	1-1
2.	Navy Reserve Activity and Unit Leadership	1-1
3.	Helping Verbs	1-1
4.	Annual Training	1-1
5.	Active Duty for Training	1-2
6.	Permanent Change of Station (PCS) Policy	1-2
7.	Annual Training/Active Duty Training Outside the Continental U.S.	1-3
8.	Leave While Executing Annual Training/Active Duty for Training Orders	1-3
9.	Inactive Duty for Training Travel General	1-4
10.	Inactive Duty for Training Travel is not Authorized at Permanent IDT Site	1-4
11.	Inactive Duty for Training Travel with Annual Training or Active Duty for Training	1-5
12.	Funding Limitations for Inactive Duty for Training Travel Orders	1-5
13.	Permissive (No Cost) Inactive Duty for Training Travel Orders	1-6
14.	Orders for Further Assignment	1-7
15.	Back-to-Back Orders	1-7
Chapter 2	ORDER WRITING ROLES AND RESPONSIBILITIES WITHIN NROWS	
1.	General Description	2-1
2.	Regular Review, Assignment, and Updating of NROWS Roles	2-1
3.	NROWS User Roles	2-4
4.	Segregation of Duties	2-13
5.	Order Cancellation	2-14
6.	HPE Records Manager Use for Records Retention	2-14
Chapter 3	NROWS FINANCIAL MANAGEMENT/NAVAL AUDIT REPORTS	
1.	General	3-1
2.	Financial Roles within NROWS	3-1
3.	Distribution of Funding	3-2
4.	Annual Training/Active Duty Training Funding Responsibility	3-2
5.	Execution Requirements	3-4
6.	Financial Management Oversight	3-4
Chapter 4	ORDER PROCESSING	
1.	Order Processing	4-1
2.	Confirmation Orders	4-2
3.	COMNAVRESFORCOM Departmental Responsibilities	4-3
4.	NROWS Process Responsibilities	4-5
5.	NROWS Failure Procedures	4-7

Chapter 5 TRAVEL

1. General	5-1
2. Travel Arrangement Policy	5-1
3. Temporary Additional Duty while on Call to Duty Orders	5-1
4. Travel Days	5-1
5. Air Travel General	5-2
6. Scheduling Travel	5-2
7. Short-Lead Time Travel	5-4
8. Emergency Travel	5-4
9. Premium (First/Business) Class Travel	5-6
10. Economy Plus/Coach Elite Seating	5-6
11. Travel to/from Home/Primary Residence to Include LOTH in NROWS for AT/ADT/IDTT	5-6
12. Ticket Types	5-7
13. Unused Tickets/Cancellations	5-7
14. Rental Cars	5-7
15. Privately Owned Vehicles	5-8
16. Commercial Chartered Buses	5-8
17. Submitting Reimbursement Packages	5-9

Chapter 6 SCHOOL QUOTA MANAGEMENT

1. Quota and Course Pre-Requisite Responsibility	6-1
2. Obtaining Quotas	6-1
3. School Request Funding	6-2
4. Tuition and Related Fees	6-2
5. Cancelling Orders and School Quotas	6-2

Chapter 7 TRAINING

1. Formal Training	7-1
2. DTS Online Training	7-1

Chapter 8 DTS

1. General Description	8-1
2. DTS Requirements	8-1
3. DTS Roles and Responsibilities	8-3
4. First Time DTS Users Responsibility	8-6
5. Import/Export Rejects	8-7
6. DTS Travel Authorization	8-7
7. Lodging/Messing	8-8
8. Rental Cars	8-10
9. Short Term and Last Minute Travel	8-10

10. Changes to Travel Reservations	8-10
11. Cancellation of Travel	8-11
12. Unused Tickets	8-11
13. Emergency or Enroute Travel Assistance	8-11
14. Travel Advances	8-12
15. Scheduled Partial Payments	8-12
16. Travel Claim/Voucher	8-12
17. EFT and Split Disbursements	8-14
18. For Further Assignment Orders	8-14
19. DTS Reports	8-14
20. Travel That Will Not Be Sent Through DTS	8-15

## APPENDICES

A	REFERENCES	A-1
B	SAAR FORM MATRIX	B-1
C	DD FORM 577 APPOINTMENT/TERMINATION RECORD MATRIX	C-1
D	NROWS USER ROLE MONTHLY REVIEW COMPLIANCE REPORT	D-1
E	ECHELON 5 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE REPORT	E-1
F	ECHELON 4 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE REPORT	F-1
G	NROWS USER ROLES	G-1
H	LOCATION OTHER THAN HOME CONSTRUCTED TRAVEL WORKSHEET	H-1
I	NROWS CONTINGENCY ORDER TRACKING SOFTWARE SOP	I-1
J	DTS NDEA DOA LETTER FORMAT	J-1
K	APPOINTMENT OF NROWS ROLES	K-1
L	GUIDANCE FOR TICKET REIMBURSEMENT FORMAT	L-1

COMNAVRESFORINST 4650.1B  
1 May 2020

M	SAMPLE CONFIRMATION ORDER LETTER FORMAT	M-1
N	NAVY RULES FOR PERMISSIONS AND ACCESS TO THE DEFENSE TRAVEL SYSTEM	N-1
O	NROWS USER ROLE ASSIGNMENT	O-1
P	CROSS-ASSIGNED ORDERS ROUTING PROCESS	P-1
Q	COMNAVRESFORCOM (N33) FORCE HPE RECORDS MANAGER USE FOR RECORDS RETENTION	Q-1
R	ACRONYMS	R-1
S	RECOMMENDATION FOR CHANGE	S-1

CHAPTER 1  
ANNUAL TRAINING, ACTIVE DUTY FOR TRAINING, AND INACTIVE DUTY FOR  
TRAINING TRAVEL POLICY

1. General. AT, ADT, and IDTT policy details are included in appendix A. Additional guidance is provided below.
2. Navy Reserve Activity and Unit Leadership. Where unit Commanding Officers (CO) are listed as having responsibility, unit Officers-in-Charge (OIC) and those members acting in their place are also responsible. Where Navy Reserve Activities (NRA) COs are listed as having responsibility, COs and OICs of other activities serving equivalent reserve administrative support functions, such as those assigned to the information warfare community, are also responsible.
3. Helping Verbs. Reference (a) rules defines the following as:
  - a. Must: Action is mandatory.
  - b. Should: Action is recommended.
  - c. May: Action is discretionary.
  - d. Will: Action is required in the future.
4. AT. Per references (a) and (b), SELRES are required to complete AT each Fiscal Year (FY) as scheduled by the unit CO and per reference (c). The following additional guidance is provided:
  - a. Waivers. Policy is addressed in the annual COMNAVRESFORNOTE 1001.
  - b. Substitutions for AT. ADT or any other Active Duty periods totaling the current COMNAVRESFORNOTE 1001 requirement will satisfy the AT requirement for a satisfactory year. IDTT by definition is not Active Duty.
  - c. Exceptional AT (E-AT). COMNAVRESFORCOM Force Operations (N31) is responsible for setting E-AT policy. Unit COs are responsible for coordinating with their NROWS Fund Approver (FA) to ensure all members of their unit are offered the required AT entitlement before approving E-AT requests for other personnel.
  - d. Scheduling Responsibilities. Unit COs are responsible for scheduling AT for their unit and for advance liaison with all echelons involved with the AT event. The NRA CO must assist the unit CO as necessary. Individual SELRES are responsible for informing their employers of their AT schedule.



e. Split or Segmented AT Periods. COMNAVRESFORCOM N31 is responsible for setting split/segmented AT period policy. Current policy is addressed in COMNAVRESFORNOTE 1001 appendix (d).

5. ADT. ADT is used for additional periods of ADT funded by a discretionary account. It is performed voluntarily and not an entitlement. ADT funds are distributed by supported commands or COMNAVRESFORCOM. All orders will be approved based on available funding and mission priorities as prioritized by the Fund Manager (FM) and FAs.

6. Permanent Change of Station (PCS) Policy. Per reference (c), any ADT order or combination of orders to the same geographic location of 140 or more days are PCS orders, including local orders. All PCS orders will route as non-DTS orders. There is no per diem entitlement for PCS travel; however, there are other entitlements per reference (c), chapter 5. Consecutive ADT orders or modifications which combine to or exceed 140 days in the same geographic location should not be authorized unless routed as PCS. All PCS order requests less than 140 days will be disapproved at Head Quarters (HQ) waivers unless proper justification is provided (for instance, orders that will be modified beyond 139 days once additional funding is available).

Note 1: To support the credence of two separate and distinct orders for entitlement purposes, there must be a break of at least seven calendar days between orders in the same geographic location. The following scenarios are provided for clarification on how to handle PCS-related order modifications:

Scenario 1: Member has approved non-PCS orders for 90 days, then gets extended for 50 days totaling 140 days of consecutive ADT. Outcome: The non-PCS orders should be modified to end on or about the day the intent to extend the orders is known and a new set of PCS orders should be created to start the day following the non-PCS orders.

Scenario 2: Member is approved for 90 days of ADT, but is going to take a seven day break before starting another set of 90 days ADT orders. Outcome: Both sets will route as non-PCS due to the seven day break.

Note 2: This will not be used to circumvent PCS policy for per diem entitlements.

Scenario 3: The fund approver only has enough funds to approve up to 90 days of ADT, but intends to keep the member on orders beyond 139 days. Outcome: Route the first set of orders as PCS and provide the justification that the command intends to keep the member beyond 139 days once funds are available. Once the funds are available, the orders can be modified to extend the end date as required.

Scenario 4: PCS orders greater than 140 days are modified to less than 139 days. Outcome: Orders will remain PCS orders.

Note 3: The Operational Support Officer (OSO) and or the NRA Order Specialist (OS) FA must ensure that orders are submitted correctly from the start of travel. If the order crosses funding account quarters or FYs with the intent for the member to remain in the same location for 140 days or more, the funding activity needs to request additional funding via their NROWS funding chain (FA to FM) to receive additional funds to extend the order if required. If the order type is ADT special, the FM needs to coordinate with COMNAVRESFORCOM N31. For ADT school orders, the traveler must coordinate with COMNAVRESFORCOM N7.

Note 4: Back to back (B2B) orders split by funding codes (two sets of orders) that combine to exceed 139 days in the same geographic location will each be submitted as PCS, even though the separate orders are less than 140 days each. Provide justification comments for each order.

7. AT/ADT Outside the Continental U.S.

a. Per appendix E, subparagraph 5a of enclosure (3), reservists must complete the basic military training requirements of their Military Service prior to assignment on land outside the U.S., its territories, or possessions.

b. Reservists residing outside of the U.S. and its territories will not perform AT/ADT in CONUS if international travel costs are involved, with the following exceptions:

(1) To attend training that is required for mobilization readiness.

(2) As a key participant in a military exercise.

(3) As authorized by COMNAVRESFORCOM Travel and Orders (N33), on a case-by-case basis, upon request of the cognizant OSO.

Note: Proper justification for OCONUS to CONUS travel must be clearly stated in the requirement and NROWS application. AT or ADT as the sole justification is not an acceptable reason for OCONUS to CONUS travel, and will be disapproved at COMNAVRESFORCOM N33 travel authorizations.

8. Leave While Executing AT/ADT Orders. Reserve members accrue leave while executing ADT orders exceeding 30 days, in accordance with appendix (f), paragraph 010401. Members may elect to either sell back leave at the end of ADT orders or carry over the accumulated leave for use during future ADT orders (at the discretion of the gaining command).

a. AT Orders. Leave is not authorized during the execution of AT orders.

b. ADT Orders. Leave may be authorized while executing ADT orders at the discretion of the gaining command's CO. Travel in DTS must match NROWS orders per paragraph 806.a. Leave executed at the gaining command must be completed prior to the end date of the NROWS ADT orders. Members that choose to stay in place after the end date of the orders will be required

to use location other than home (LOTH) to end the orders in place and will be responsible for all travel expenses to return to their primary residence (PR). DTS reservations and Transportation Management Company (TMC) booked travel will not be adjusted without a NROWS order modification reflecting the same end date.

9. IDTT General. IDTT orders are travel orders in support of IDT performed at a location other than the member's permanent drill site or NRA. IDT must be scheduled in EDM prior to NROWS IDTT orders being processed. Authorized IDTT can be used to support both training and operational support missions. IDTT travel and transportation allowances may not be fully reimbursable. Refer to appendix B and chapter 1 of this instruction for travel and transportation allowance authorizations and reimbursement limitations.

a. Personnel may use IDTT to travel to any country to perform IDT provided the host country has a Status of Force Agreement (SOFA) with the U.S. that provides protection for reservists on IDT or IDTT orders. Per reference (e), subparagraph 2a(1)(d) of enclosure (3), personnel may not perform IDT or IDTT in overseas locations designated as imminent danger areas. It is the responsibility of the member and command to ensure all SOFA requirements are met.

b. If an overseas resident is assigned to drill in a host nation, travel associated with commuting to the designated permanent drill site to perform IDT is at the member's personal expense. Overseas residents may be issued permissive "no cost" IDTT orders to assist in boarding space-available flights. All travel and area clearance requirements necessary for AT/ADT also apply to IDTT.

c. Funded IDTT orders for travel to CONUS for overseas residents are authorized, provided that the FM has IDTT funds and the travel is not to the permanent drill site/NRA.

10. IDTT is not Authorized at Permanent IDT Site. Reservists, regardless of pay grade, will not be paid to travel to their permanent drill site as defined in their IDT orders. Per reference (a), a Reserve member commits an obligation to participate in a specific number of scheduled training periods annually. Inherent to this obligation is the travel between the member's home and the location at which the member normally performs drills. The member receives no reimbursement for that travel.

a. IDTT is not authorized for IDT executed at a different command located in the same local area as the permanent drill site (such as to perform IDTT at a squadron located at the same air station where member normally performs IDT).

b. If the Reserve member's IDT orders indicate the NRA (administrative) is not the normal drill location (permanent), then travel and transportation allowances to the NRA (administrative) are authorized, provided the administrative and permanent drill locations are not in the same local area.

11. IDTT with AT/ADT. IDTT may be authorized in conjunction with AT or ADT as long as it is not at the permanent drill site as B2B orders. When IDTT is performed in conjunction with AT or ADT, it must be executed at the AT or ADT site. Members must file separate travel claims for AT and IDTT orders. Travel claims will be liquidated as determined by NROWS.

Note: A member cannot perform IDT or additional drills at their permanent drill site/NRA preceding or following AT or ADT if travel entitlements are authorized. If a member travels to their permanent drill location to perform AT or ADT and schedules IDT or additional drills preceding or following this set of orders, the member must execute LOTH to start or end in place, respectively. The member forfeits the travel allowance for that segment and will be personally responsible for their travel.

12. Funding Limitations for IDTT Orders. Reserve members performing IDT ordinarily receive no travel or transportation allowances. When authorized, per reference (b), funded IDTT orders are only authorized for personnel who are eligible and scheduled to receive IDT pay for the duration of the IDTT order. Personnel who are not eligible for IDT pay are not eligible for reimbursement of travel expenses associated with IDTT.

a. Reference (b), table 3-8 strictly prohibits reimbursement of expenses for travel between the member's home and permanent IDT site.

b. For IDT performed at an alternate drill site, IDTT travel allowances are based on the member's permanent drilling location, as opposed to AT/ADT travel allowances, which are based on the location of member's primary residence.

c. IDTT allowance limitation examples:

(1) Inactive Duty for Training Travel in Local Area. When the member travels between permanent residence (PR) or LOTH and an alternate drill site to perform IDT, TDY mileage is limited to the distance from the permanent drill site to the alternate drill site less the distance from the PR to the permanent drill site. If the difference is negative, TDY mileage is not authorized.

Scenario 1: PR or normal drilling location to an alternate duty site in the local area (outside PDS limits).

Mileage from NRA to the alternate drill site: 40 miles (based on Defense table of official Distances (DTOD))

Mileage from PR to the permanent drill site: 30 miles (based on DTOD)

Reimbursable mileage: 10 miles (40 miles - 30 miles)

Scenario 2: IDTT in local area - LOTH to an alternate drill site in the local area (outside PDS limits).

Mileage from LOTH location to alternate drill site: 150 miles (based on DTOD)

Mileage from NRA to the alternate drill site: 40 miles (based on DTOD)

Mileage from PR to the permanent drill site: 30 miles (based on DTOD)

Reimbursable mileage: 10 miles (40 miles - 30 miles)

(2) IDTT outside the local commuting area. When the member travels between PR/LOTH and an alternate drill site not in the local area to perform IDT, transportation reimbursement is limited to cost of travel from normal drill site to the alternate drill site or the actual cost of travel, whichever is less.

Scenario 1: Permanent Residence. The Reserve member lives in Austin, Texas and is assigned to drill at Joint Reserve Base (JRB) New Orleans. The member needs to complete IDT in Norfolk, Virginia.

Cost to fly from JRB New Orleans to Norfolk, Virginia (city pair): \$400

Cost to fly from Austin, Texas to Norfolk, Virginia: \$650

Reimbursable amount: \$400 (member responsible for \$250 difference)

Scenario 2: Location Other Than Home. The Reserve member lives in Austin, TX and is assigned to drill at JRB New Orleans. The member needs to complete IDT in Norfolk, VA. The member is in Washington, D.C. and will travel directly to Norfolk, VA from D.C. to start orders in Norfolk, VA.

Cost to fly from JRB New Orleans to Norfolk, Virginia (city pair): \$400

Cost to fly from Washington, D.C. to Norfolk, Virginia: \$250

Reimbursable amount: \$250

13. Permissive (No Cost) Inactive Duty for Training Travel Orders. Permissive (no cost) IDTT orders authorize travel at no expense to the Government. All permissive IDTT orders must contain the following statement:

“You will not receive reimbursement for travel, transportation, per diem, or miscellaneous expenses while traveling on these orders. If you do not desire to bear these expenses personally,

you may choose not to execute this permissive travel authorization. Failure to execute this permissive travel authorization results in cancellation.”

14. Orders for Further Assignment. When a member is required to perform duty while in an AT or ADT status at a location other than the initial reporting Unit Identification Code (UIC), a complete entry must be annotated, specifying the details and location, in the FFA section in NROWS. FFAs do not apply when personnel travel from PR to duty site and back to PR. FFAs are applicable for personnel traveling from PR to duty site, to another duty site, and back to PR funded by the same source. AT/ADT orders should be used when FFA is required.

Note: LOTH is not authorized with FFA.

15. Back-to-Back Orders. B2B orders (totaling 139 days or less) consist of two or more separate orders written to be performed consecutively at the same geographical location. B2B orders are required to be submitted through DTS and can be any combination of AT/ADT/IDTT. The second/remaining set of orders starts immediately at 0001 the day after the first set expires. If the member will be on a combination of ADT orders that combine to greater than 139 days at the same geographic location, each order will be written as a PCS order. Refer to paragraph 106 for more information.

CHAPTER 2  
ORDER WRITING ROLES AND RESPONSIBILITIES WITHIN NROWS

1. General Description. Navy Reserve Order Writing System (NROWS) electronically processes each AT, ADT, or IDTT mission requirement from initial application entry through verification, travel arrangement, and fund approval. This chapter delineates the NROWS user roles involved in the order writing process including the Key Supporting Documentation (KSD) required for assignment and the responsibilities for management of these roles. Those who assign these roles will thoroughly and regularly update assignments per paragraph 202.

2. Regular Review, Assignment, and Updating of NROWS Roles

a. Responsibility. NROWS is an information system that allows access to financial and personally identifiable information, and all access must be managed within DoD-mandated FIAR standards. Every user who is capable of assigning roles to other users in NROWS is responsible to their chain of command for properly limiting and maintaining user access within their hierarchy as described in this section. NROWS roles must not be assigned without visually sighting and uploading the required KSDs for that user into Hewlett Packard Enterprise Records Manager (HPE RM) for the appointments as outlined in the following sections (see also appendix K). Only user roles with admin authority will be authorized to grant roles to other users. Appendix O lists all user roles and who can assign them. Members that are assigned user roles cannot fund approve their own application. NROWS has a “lock” in place to prohibit a set of orders from being created and stamped approved by the same user.

b. Appointments by System Authorization Access Request Navy. The following NROWS user roles require a OPNAV 5239/14 System Authorization Access Request Navy form to be completed, digitally signed/approved, and uploaded to HPE RM prior to gaining NROWS access. The SAAR-N must be retained for 10 years from termination for audit purposes in accordance with paragraph 206. Appendix C provides a matrix for signature and approval.

(1) Super System Administrator (SSA) (HQ level access granted by COMNAVRESFORCOM (N33)/NIWC)

(2) System Administrator (SA) (HQ level access granted by COMNAVRESFORCOM (N33)/NIWC)

(3) Region helpdesk (access granted upon request by COMNAVRESFORCOM N33)

(4) HQ Suite (HQ level access granted by COMNAVRESFORCOM (N33))

(a) HQ Waivers

(b) DTS Admin

- (c) Helpdesk
- (d) Travel
- (e) Travel Supervisor

- (5) M/E planner (access granted by COMNAVRESFORCOM (N31))
- (6) Requirement owner (access granted by COMNAVRESFORCOM (N31))
- (7) Resource owner (access granted by COMNAVRESFORCOM (N31))

c. Appointment/Termination Record Form – Authorized Signature. The following NROWS roles require a DD Form 577 Appointment/Termination Record Form – Authorized Signature to be completed, digitally signed/approved, and uploaded to HPE RM prior to gaining NROWS access. The DD Form 577 must be retained for 10 years from termination for audit purposes in accordance with paragraph 206. Appendix C provides a matrix for signature and approval.

- (1) FA (provided by COMNAVRESFORCOM N31)
- (2) FM (provided by COMNAVRESFORCOM N31)

d. Appointments by Designation of Authority (DOA) letter. The following roles require a DOA letter to be issued by the NRA CO prior to NROWS access. This letter is required to be retained for 10 years from termination for audit purposes in accordance with paragraph 206.

- (1) Agency Program Coordinator (APC) lock
- (2) Assistant Order Writing Authority (AOWA)
- (3) Hard holds
- (4) Orders Specialist (OS)
- (5) Order Writing Authority (OWA)
- (6) Security
- (7) Unit Approver (UA)
- (8) Unit Reviewer (UR)



e. Periodicity of Review. NROWS is an information system that provides user access to personally identifiable information (PII) and financial systems. Access must be controlled and actively managed to prevent errors and fraud. Echelon 3/4 commanders are responsible to review HPE RM to ensure subordinate commands are actively reviewing, documenting, and storing results of NROWS user role access in HPE RM as follows:

(1) Monthly User Roles Review. The echelon 4/5 command shall conduct a monthly user roles review with action to be completed by the first day of the following month as follows:

(a) Prior to the last day of the month, download the NROWS user roles report.

(b) The NROWS user roles report will be compared to all written designations for access (SAAR-N, DD Form 577, or DOA letter) uploaded in HPE RM. Any users with accesses that are not substantiated by written designation in HPE RM shall be removed from NROWS and listed on the compliance report (appendix D).

(c) The NROWS user roles report will be reviewed for user profiles and/or roles assigned to personnel who are no longer attached to the echelon 4/5 command or no longer require continued access. Any NROWS user profiles and/or roles for personnel no longer assigned to the command shall be removed from NROWS and listed on the compliance report (appendix D).

(d) The NROWS user role monthly review compliance report memorandum (appendix D) shall be manually or digitally signed and dated by the CO (or by direction authority).

(e) The signed/dated NROWS user role monthly review compliance report memorandum (appendix D) and the current NROWS user role report shall be uploaded to the appropriate command's HPE RM folder (NROWS monthly user report) and retained in accordance with paragraph 206.

(2) Quarterly User Roles Review. By the fifth working day of each quarter (October, January, April, and July) the echelon 4 command shall complete a spot check of their echelon 4/5 monthly user report HPE RM folders, confirming compliance or correcting non-compliance with the steps outlined in subparagraphs 202e(1)(a) through 202e(1)(e). No written documentation is required for this review.

(3) Annual Reports through Navy Reserve Chain of Command. All echelon 5 commands will report user role review compliance to their echelon 4 commander upon completion of their final monthly review of the FY using NROWS user role annual review compliance report (appendix E). This shall be completed by the first drill weekend of the new FY. The echelon 4 commander will notify COMNAVRESFORCOM (N33) in writing (appendix F) of completion of this review for their command and their subordinate NRAs no later than 15 November. All annual reports shall be uploaded into HPE RM in accordance with paragraph 206 and appendix Q.

(4) The user role KSDs (SAAR-N, DD Form 577 or DOA letter), monthly reviews by the echelon 4/5 command and the annual review compliance report will be inspectable items and may be requested at any time by COMNAVRESFORCOM due to Navy audit requirements.

f. Check-In and Check-Out Review. NROWS role assignments for personnel will be verified (by the OWA for echelon 4 and below, Meals and Entitlements, and COMNAVRESFORCOM (N31/N33/N82) for staff) and updated in NROWS as users check-in and check-out of the command as part of Permanent Change of Station (PCS) transfers for Full-Time Support (FTS) and Active Duty personnel, IDT transfers for Reservists, and reassignment of civilian personnel. Termination of NROWS access will be conducted within 24 hours of transfer from the command.

g. Password Resets. NROWS requires user account access (Reservists/Active Duty/civilian) to be disabled after the account has been inactive for 30 days. After 45 days all user roles will be removed (with the exception of the web profile role for Reservists). If an NROWS user account has been disabled, the user must contact:

(1) For reservists, the password reset module within NROWS shall be used.

Note: Newly created passwords must be sent via encrypted e-mail to a .mil or .gov address.

(2) For Active Duty or FTS accounts, contact echelon 4 NROWS OWA.

Note: The OWA must send newly created passwords via encrypted e-mail to a .mil or .gov address.

h. Review for Navy Reserve Major Staffs. COMNAVRESFORCOM (N33) will coordinate NROWS role assignment reviews for the Office of the Chief of the Navy Reserve, COMNAVRESFORCOM, Commander, Naval Air Force Reserve (COMNAVAIRFORES), and Commander, Naval Information Force Reserve (COMNAVIFORES).

(1) COMNAVRESFORCOM (N31) will conduct a monthly audit of DD Form 577s for all FM/FA roles. These audits will be retained for 10 years for audit purposes in accordance with paragraph 206.

(2) COMNAVRESFORCOM (N33) will conduct an annual audit of SAAR-N forms for SSA, SA, helpdesk, and regional helpdesk. These audits will be retained for 10 years from termination for audit purposes in accordance with paragraph 206.

(3) COMNAVRESFORCOM (N31) will conduct an annual audit of SAAR-N forms for M/E planner, requirement owner, and resource owner. These audits will be retained for 10 years from termination for audit purposes in accordance with paragraph 206.

3. NROWS User Roles. In this section, the term “role” is used to describe a function performed within the NROWS application, not necessarily the person who fills that role. At least one alternate user must be assigned for each role, except for the SSA/SA. Refer to appendix G for a synopsis of NROWS roles and responsibilities and the recommended number of personnel assigned to each role.

a. Agency Program Coordinator Lock. APC will lock NROWS accounts of members with delinquent Government Travel Credit Cards (GTCC) by completing the following steps:

(1) The APC will login to NROWS and add or update status to delinquent or not delinquent.

(2) Once the APC has put a member in a delinquent status, the member will not be able to complete the NROWS application. When the member attempts to access the application, this message will display:

“Sailor is currently on the GTCC delinquency list. Please contact your APC.”

Note: If the OS attempts to input orders for a member, they will get the same message after entering the member’s SSN.

(3) The APC will remove the member from a delinquent status upon verification that the GTCC is in good standing (paid to date). The APC user guide is located in NROWS under the user guide tab.

(4) APC Lock is only to be utilized for GTCC delinquencies.

b. Billing. The COMNAVRESFORCOM (N33) and NAVPTO Pensacola SA assigns this role to the NAVPTO and is used for billing of NAVPTO CBA.

c. Comptroller. The COMNAVRESFORCOM RPN Director (N82) SA assigns this role. The comptroller controls funding at the highest level and works directly with FMs regarding distribution, reconciliation, and any RPN financial matters. The comptroller distributes funds to each FM.

d. DTS Administrator. The SA assigns this role to COMNAVRESFORCOM (N33). NROWS orders that have been imported into DTS and have been rejected are placed in this box. The extensible markup language error clerk can resubmit certain DTS import errors (i.e. 45, 46, 210, and 220) into DTS.

e. Fund Approver. The FM at the echelon 3/4 command assigns a primary and alternate for this role at echelon 5. COMNAVRESFORCOM (N31) will assign the FA role for all EXCOM OSOs. This is normally the official order approval authority. The FA is responsible for approving orders based on available funding, mission requirements, and member’s entitlements. Typically

this role will be filled by the NRA CO and additional personnel designated by that CO. In order to prevent fraud or a conflict of interest, FAs will not be assigned OS roles. However, should this be necessary due to manning, the echelon 4 commander must approve the dual roles. NROWS interlock prevents FA of orders created in the OS role.

Note: Within 2 weeks of appointment, and before approving any documents, a training course as defined in COL Public Law 104-106 must be completed. A printed certificate of the course completion shall be provided to COMNAVRESFOR (N31).

f. Fund Manager. The applicable comptroller assigns this role. The FM role is typically used by the RCC comptroller, but other ADT/IDTT distributors such as OSOs may use it as well. The FM and FA are required to complete a DD Form 577 prior to assignment. The FM is responsible for RPN funds received from COMNAVRESFORCOM. The FM will use NROWS to sub-allocate funds to a lower level where applicable. These funds will be sub-allocated by FY quarters along with a total annual planning figure. The FM will act as a comptroller over these funds which will include the following responsibilities:

- (1) Ensure accurate tracking of funds that were sub-allocated to a lower level.
- (2) Follow up with the OS on unliquidated orders.
- (3) Follow up with the OS on cancelled orders to ensure all airline tickets are returned to NAVPTO for refund. Refunds will be processed through the system once the duty date has passed and the ticket is unused. Refunds may take 60 to 90 days to be completed.
- (4) Review expenditure data throughout the FY ensuring accuracy of cost.
- (5) Identify problem disbursements through an assigned budget analyst/technician within COMNAVRESFOR (N8).

g. Hard Holds. The OWA assigns a primary and alternate for this role at the echelon 4/5. Orders will not proceed to any other routing stage until hard holds have been cleared. The OWA will ensure that hard holds are adjudicated within 3 working days of submission. A list of hard holds automatically generated by NROWS and procedures for clearing them are as follows:

- (1) Age. Any Reservist who will reach age 60 before the end date of the orders will need to obtain an age waiver from Navy Personnel Command (PERS-913) per reference (a).
- (2) Expired Human Immunodeficiency Virus Test. Any Reservist whose HIV test will expire before the end date of the orders will validate with the medical facility that maintains the member's record before order approval. Verification of test completion before the start date of the orders is acceptable. Member does not need to wait for the test results. Failure to obtain the test shall result in the cancellation of the orders. It is the responsibility of the person assigned the hard hold role to track this requirement.

(3) Expired Physical Exam. Any Reservist who has an expired physical exam must validate with the medical facility that maintains the member's record before approval. Verification of exam completion before the start date of the orders is acceptable. Member does not need to wait for exam results. Failure to obtain an exam shall result in orders cancellation. It is the responsibility of the person assigned the hard hold role to track this requirement.

(4) Expired End of Obligated Service. Any Reservist who has an expired End of Obligated Service (EOS) on or before the end date of the orders will require validation of EOS from the organization that maintains the member's service record. Failure to reenlist or extend EOS before the start of orders shall result in the orders being cancelled. It is the responsibility of the person assigned the hard hold role to track this requirement.

(5) Permanent Mailing Address. Changing the permanent mailing address in the NROWS application may change applicable Joint Travel Regulations (JTR) entitlements. Changing the PR in NROWS authorizes the NRA to make a change of PR in NSIPS for the member. The change should be entered into NSIPS before approval of the orders in NROWS. Changing the PR again before executing the orders requires a manual intervention to revalidate travel entitlements.

(6) Passport. A passport may be required if any leg of travel occurs OCONUS. Validate that the member has a valid passport if one is required. A list of countries requiring passports can be found in reference (g) via Web site, <https://www.fcg.pentagon.mil/>.

(7) Force Protection. This hard hold is generated when a member is performing duty OCONUS and selects "NO" to the question "has anti-terrorism/force protection training and certification been completed?" DoD anti-terrorism standards require all personnel to receive mandatory antiterrorism awareness level I training 90 days prior to OCONUS travel. Validation through Fleet Training Management Planning System (FLTMPS) that level I training has been completed is required prior to approval.

(8) Unliquidated Orders Greater than 5 Days. This information is derived from the 30/60/90-day NROWS report. To clear this hard hold, the echelon 4/5 shall verify the member has submitted all outstanding travel claims and DTS vouchers. Take the following action:

(a) For non-DTS NROWS travel, echelon 4 and 5 commands must verify through TOPS that all manual travel vouchers have been submitted and accepted by the servicing PSD/TPC for payment.

(b) For NROWS to DTS travel, echelon 4/5 commands must verify through DTS that all DTS vouchers have been submitted for approval and routed to the AO for DTS or that all rejected vouchers and/or pay errors are being properly handled.

Note: A returned DTS voucher is not an approved DTS voucher.

(c) If a travel claim has not been submitted to PSD or the DTS voucher has not been approved in DTS, the application shall be returned to the member with specific instructions on why the voucher has been returned and how to rectify the issue. The member will not travel until the hard hold is cleared. Echelon 4/5 commanders are accountable to COMNAVRESFORCOM for all hard holds cleared that do not meet the above criteria.

(9) 29-Day Outstanding Travel Advances. Information is pulled from the 30/60/90-day NROWS report. To clear this hard hold, the echelon 4/5 command shall verify that the Reservist has submitted all outstanding travel claims/DTS vouchers. Take the following action:

(a) For non-DTS NROWS travel, echelon 4/5 commands shall verify through TOPS that all manual travel claims have been submitted and accepted by the servicing PSD/TPC for payment.

(b) For NROWS to DTS travel, echelon 4/5 commands shall verify through DTS that all DTS vouchers have been approved by the DTS AO.

Note: A returned DTS voucher is not an approved DTS voucher.

(c) If travel claims or DTS vouchers have not been submitted to PSD or approved in DTS, the application shall be returned to the member and the member will not travel until the hard hold has been cleared. Echelon 4/5 commanders are accountable to COMNAVRESFORCOM for all hard holds cleared that do not meet the above criteria.

(10) Location Other Than Home Travel. This requires annotation in the application that the NRA has verified that the Reserve traveler is aware of the limited reimbursement for travel costs with this option.

h. Headquarters Waivers. The COMNAVRESFORCOM (N33) SA assigns this role to COMNAVRESFORCOM (N1/N31/N33/N7). Orders will not proceed to any other routing stage until HQ waivers have been cleared. COMNAVRESFORCOM will ensure HQ waivers are processed within 14 days of travel.

(1) AT Days. AT orders routed to HQ waivers will be reviewed by COMNAVRESFORCOM (N31) to ensure no member exceeds 29 days of exceptional AT per FY and that funding is available (determined by quarter). Orders will be processed no more than 45 days prior to the start day or as determined by COMNAVRESFORCOM (N31).

(2) Back-to-Back Orders Over 139 Days. COMNAVRESFORCOM (N33) will disapprove any ADT orders or combination of ADT orders exceeding a total of 139 days without a 7-day break to the same geographic location.

(3) Confirmation Order. Confirmation (verbal) orders shall only be used in emergency mission essential situations when both the traveler and traveler's chain of command are unable to

fund approve a NROWS application prior to midnight of the day the orders start. Refer to paragraph 402 for in-depth details on confirmation orders. COMNAVRESFORCOM (N33) will adjudicate all confirmation order hard holds.

(4) Manpower Availability Status (MAS) and Individual Medical Status (IMS) Codes

(a) The following MAS/IMS codes will route to HQ waivers and will be reviewed by COMNAVRESFORCOM (N33):

1. MAS Codes: AKE, AUP, BCG, OWS, SAD, VS1.

2. IMS Codes: D3G, D3P, D6G, D6P, D7G, DJP, DMT, EAC, EAD, EAE, EAK, EAM, EAO, EAP, EAR, EAS, EAT, EJC, EJM, EJP, EMD, EMN, HCG, HCP, HPG, HPP, JDP, RC3, RDD, RM1, RM2, RM3, RM4, RM5, RM6, RM7, RM8, RM9, RMD, RML, RMP, RMR, RVC.

Note 1: The underlined MAS/IMS codes will not be approved in HQ waivers until the MAS/IMS code has been updated in Navy Standard Integrated Personnel System (NSIPS) (exception: MAS code BCG, which shall only be removed by NAVPERSCOM 8/9).

(b) If the MAS/IMS code is accurate in NSIPS and is not underlined above (exception: SAD MAS code, see paragraph 3h(7) below):

1. Member (or the NRA on the member's behalf) will fill out a NAVPERS 1336/3. Block 12 will include the IMS code, NROWS order tracking number, start and end dates for orders (example for block 12 is as follows: "Respectfully request to go on ADT orders #1234567 from 19Jan18 to 31Jan18 with a DMT IMS code").

Note 2: Do not put medical information in the request. Including medical information is a HIPPA violation.

2. The NAVPERS 1336/3 will need to be signed by the NRA CO stating the CO is aware of the member's situation and approves the member to go on orders.

Note 3: It is recommended the NAVPERS 1336/3 be routed through the NRA medical department. Members in a MEDHOLD status do not require a request chit.

Note 4: If the NRA CO manually signs block 21 of the NAVPERS 1336/3 Special Request/Authorization, they will need to annotate after their signature that they are the NRA CO.

3. E-mail the completed NAVPERS 1336/3 (unencrypted) to CNRFC\_CODE\_N33@navy.mil. The subject line of the e-mail and attachment shall be named as follows: LAST, FIRST\_IMS CODE\_TRACKING #

4. All signatures and requested authority will be verified by COMNAVRESFORCOM (N33) upon receipt before orders will be approved.

(c) If the MAS/IMS code is inaccurate in NSIPS:

1. Update the code in NSIPS.

2. Once the IMS code is updated in NSIPS the NRA can e-mail (unencrypted) a screen shot of the updated IMS code to CNRFC\_CODE\_33@navy.mil, as there can be a 48-hour delay in NSIPS updating NROWS.

Note 5: E-mail subject line: LAST NAME, FIRST NAME\_IMS CODE\_NROWS TRACKING # (i.e. SAILOR, JANE\_RM1\_1234567)

(5) COMNAVRESFORCOM Direct Commissioned Officer (DCO) Waiver. All DCO MAS codes will route to HQ waivers for review by COMNAVRESFORCOM (N1).

(6) Permanent Change of Station or More than 139 Days Authorized. All ADT orders over 139 days or orders less than 139 days marked as PCS will route to HQ waivers for review by COMNAVRESFORCOM (N33).

(a) Orders over 139 days will be reviewed to ensure the NROWS orders state PCS in the subject line of the order.

(b) Orders less than 139 days routed as PCS will be reviewed for proper justification. For example, the fund approver intends to extend the orders beyond 139 days once additional funding is available or the member is on back-to-back orders to the same geographic location exceeding 139 days without a 7-day break.

(7) Sanctuary Risk. Per reference (h), Reserve personnel with 16 years total Active Duty service will not be permitted to execute orders without prior permission from Chief of Naval Operations (N13). All Active Duty orders are included in the 20-year calculation. Prior to execution of orders, all Reserve personnel subject to screening controls will review, verify, and acknowledge in writing the accuracy of their cumulative Active Duty service using enclosure (3) of reference (h). COMNAVRESFORCOM (N33) will adjudicate all sanctuary HQ waivers for members assigned the SAD MAS code.

(8) Uniformed Services Employment and Reemployment Rights Act. Per reference (i), orders that qualify for an exemption from the 5-year cumulative service limit established in the USERRA must include a statement reflecting the exemption status from the 5-year limit and the statutory authority under which the service is exempt. All Reserve orders must provide contact information for either the member's home unit commander or a unit point of contact designated to address employer concerns regarding the period of service. Some AT/ADT/IDTT orders are



exempt from the 5-year cumulative service limit. Refer to reference (i) for further information on approved USERRA exemptions.

(a) N31 USERRA Approved Mission. COMNAVRESFORCOM (N31) is responsible to verify whether ADT orders are in support of a SECNAV approved critical mission of the uniformed services qualifying the member for the 5-year service limitation exemption.

(b) N7 USERRA Schools. COMNAVRESFORCOM (N7) is responsible to verify ADT schools orders are in support of entry-level training or SECNAV exempted training.

i. Helpdesk and Regional Helpdesk. NIWC Atlantic, New Orleans office, and the COMNAVRESFORCOM (N33) Director assign the helpdesk role. Helpdesk role is limited to COMNAVRESFORCOM and NIWC Atlantic, New Orleans office and as required on a case-by-case basis by the COMNAVRESFORCOM (N33) Director/Deputy. COMNAVRESFORCOM (N33) assigns the regional helpdesk role to RCC N3/N7 or equivalent personnel only.

j. Mission/Event Planner. Role assigned by COMNAVRESFORCOM (N31) to the OSOs and echelon 4/5 commands. Can create, modify, and cancel M/E. This will be at the workcenter level. This role will also validate requirements entered against each M/E owned.

k. Order Specialist. The OWA assigns a primary and alternate for this role. The OS is the approval authority for the following: Non-paid orders, order modifications that do not involve the obligation of funds, order cancellations, or orders funded using “other” appropriation. In order to prevent fraud or a conflict of interest, OSs should not be assigned both OS and FA roles. However, should this be necessary due to manning, the echelon 4 commander must approve the dual roles. NROWS interlock prevents FA of orders created in the OS role. The OS is responsible for the following:

(1) Enter NROWS order applications approved by the UA/UR.

(2) Process all order requests, modifications, and cancellations for members under their administrative control within 3 business days of receipt. If travel is expected within 72 hours of receipt, the OS shall process requests, modifications, and cancellations within 24 hours.

(3) Validate and complete all applications based on Sailor and UA/UR role comments.

(4) Ensure personnel flagged for service beyond 16 years of total Active Duty service provide the OS with a copy of their annual statement of service history to ensure the member is not approaching sanctuary. Members with 16 years of Active Duty will have their orders flagged (Manpower Availability Status code: SAD) in NROWS. SAD MAS codes will route through HQ waivers in NROWS.

l. Order Writing Activity. The echelon 4 commander assigns this role by DOA. The OWA role should be limited to a primary and an assistant. The primary OWA should be assigned

to the NRA CO. The assistant OWA should be assigned to an E-7, or above, assigned to the NRA staff. The OWA role is responsible for assigning personnel to fill the roles of OS, FA, security, hard holds, and UA/UR in NROWS for their area of responsibility.

(1) OWA Limitations. Each echelon 4/5 command is limited to four OWAs, to include the CO, in accordance with appendix G.

(2) Reporting Requirements. Each echelon 5 command is required to verify their OWAs monthly and report to their echelon 4 ISIC quarterly.

m. N35 Lock. The COMNAVRESFORCOM (N33) SA assigns this role to the COMNAVRESFORCOM (N35) mobilization division, who will lock NROWS accounts for 30 days of members who have done 5 years of consecutive Active Duty.

n. Resource Owner. Role assigned by COMNAVRESFORCOM (N31) to the OSO/echelon 4 who will validate their members assigned to a requirement. The OSO who owns the billet (defined by AUIC) is the resource owner.

o. Requirement Owner. Role assigned by the M/E planner and managed by COMNAVRESFORCOM (N31). This role can create, modify, and cancel requirements attached to missions, and make selections. This role will be at the work center level and will be defined using the existing role assignment process in NROWS, modified to include the sub management code to AUIC structure.

p. SA. Director/Deputy COMNAVRESFORCOM (N33) assigns this role to COMNAVRESFOR staff and NIWC Atlantic, New Orleans office assigns this role to its staff. The SA has oversight of the entire system. The SA is responsible for assignment of HQ level and NIWC roles within NROWS.

q. Sailor. This role is not assigned and it is available to every Reservist in NSIPS with personnel data information. The individual member is responsible for submitting order applications. The member can track their application throughout the order routing process, including the printing of draft/official orders. Sailors assigned additional roles will not fund approve their own orders in NROWS.

r. School Quotas. The COMNAVRESFROMCOM (N33) SA assigns this role. This role is responsible for validating all school quotas (refer to chapter 6).

s. Security. The OWA assigns a primary and alternate for this role. The security role validates that the member holds the required clearance for a set of orders before approval. NRAs must certify the member's clearance to the member's supported command.

t. SSA. TSO Indianapolis, with the approval of COMNAVRESFORCOM (N33) and NIWC Atlantic, New Orleans office, assigns this role via an NROWS script. The SSA has oversight of the entire system and maintenance tables.

u. Travel. The SA assigns this role to COMNAVRESFORCOM (N33)/NAVPTO Pensacola. Orders will not proceed to any other routing stage until travel (verification) has been cleared. COMNAVRESFORCOM (N33) works to ensure that travel (verification) is adjudicated within 14 days of travel.

v. Travel Supervisor. The SA assigns this role to COMNAVRESFORCOM (N33) and NAVPTO Pensacola. The travel specialist validates JTR entitlements and regulations, fills all commercial travel requests, fills MTRs, and reconciles billing.

w. Unit Approver/Unit Reviewer. The OWA assigns these roles to unit COs and personnel designated by unit COs. UAs/URs review all requests and either approve or disapprove each request based on mission requirements. Approval only validates the application for orders. Order applications do not become official orders until approved by the FA. Disapproval of orders returns the application to the member who submitted it.

Note: Order applications submitted by cross-assigned Sailors will be routed to their cross-assigned in UA/URs. Cross-assigned in UA/URs are associated with the unit mobilization UIC on the Reserve Unit Assignment Document. See appendix P for an example of cross-assigned orders routing process.

x. Voucher Support. The SA assigns this role to the NAVPTO Pensacola. This role is used in conjunction with the travel specialist and billing for the payment of NAVPTO CBAs.

#### 4. Segregation of Duties

a. Key duties and responsibilities need to be divided or separated among different people to reduce the risk of error or fraud. No one individual shall control all key aspects of a transaction or event. COMNAVRESFORCOM understands and accepts the inherent risk of personnel having multiple accesses to NROWS in order to successfully administer travel and/or funding to move the Force.

b. COMNAVRESFORCOM/COMNAVAIRES functional users and NIWC/TSO programmers assigned SSA and/or SA roles are required to complete a SAAR-N form to be filed in HPE RM by COMNAVRESFORCOM. Personnel assigned a SSA/SA role will not create any new roles for themselves in their profile. Personnel assigned the SSA and/or SA roles cannot be assigned user roles of FA and/or OWA/AOWA, except to troubleshoot an NROWS problem in the field. Once the issue is resolved, the access will be removed immediately. SOD waiver permission level changes may only be authorized by the COMNAVRESFORCOM (N33) Director/Deputy Director or DCOS. For personnel assigned to COMNAVRESFOR (N8), changes can only be authorized by the RPN Deputy/Assistant Deputy. At least monthly, the

COMNAVRESFORCOM (N33) Director/Deputy will conduct a SOD audit for SSA/SA with other roles, digitally sign showing approval, and place in HPE RM for record retention.

5. Order Cancellation. The member or the OS must cancel all unexecuted NROWS orders within 5 days after the start date. It is the member's responsibility to notify the NRA of unexecuted orders. Failure to do so will result in funds not being properly credited back to the NROWS checkbook.

6. HPE Records Manager Use for Records Retention. All COMNAVRESFORCOM echelon 4/5 commands will use HPE RM as the sole repository for all Force travel KSDs (NROWS/DTS) DD Form 577s, DOA letters, DTS required training certificates, user role audits, and any other data required by COMNAVRESFORCOM (N33). The purpose of HPE RM is to provide a redundant electronic storage database that will allow commands and COMNAVRESFORCOM to easily locate documents and minimize the amount of required physical storage space. HPE RM satisfies FIAR and other document retention requirements, and will assist COMNAVRESFORCOM in achieving full audit readiness.

a. COMNAVRESFORCOM's HPE RM training and guides are located on the SharePoint page, [https://private.navyreserve.navy.mil/coi/Records\\_Management/TRIM/SitePages/Home.aspx](https://private.navyreserve.navy.mil/coi/Records_Management/TRIM/SitePages/Home.aspx). This website contains three links to relevant HPE RM information that will assist commands in creating HPE RM cabinets, drawers, folders, and document (file) names. It also includes frequently asked questions, HPE RM user guides, and step-by-step videos on processing documents in HPE RM.

b. The required HPE RM repository shall be created and maintained as follows (see appendix Q for further guidance):

(1) Under the "CNRF" "your command" operations container create a cabinet called N33.

(2) Under the cabinet titled "N33", create a drawer (e.g. DTS AO 577, NROWS OWA 577) for each item listed on appendix Q.

(3) Under each drawer, create a folder (e.g. DTS AO 577-ASSIGNMENT; NROWS OWA 577-ASSIGNMENT) for each item listed in appendix Q.

(4) Under each folder, place the document/file required in the naming convention provided in appendix Q (e.g., NAVOPSPTCEN Norfolk, Smith, John A-DD FORM 577 DTS AO-11NOV16 Assignment; VP-69, Pierce, Franklin E-DD FORM 577 NROWS OWA- 15OCT16 Assignment).

(5) Copy the correctly named required document from your computer and place (drop) it in the appropriate folder. Retain all documentation for 10 years.

CHAPTER 3  
NROWS FINANCIAL MANAGEMENT/NAVAL AUDIT REPORTS

1. General. COMNAVRESFOR is allocated RPN funding which includes funding for pay and allowances, travel and per diem, clothing, subsistence, and other related entitlements for Reservists.

a. Once an appropriation act is signed, COMNAVRESFOR will receive an allocation from Navy FMB, fiscal management division. Allocations will be distributed by FY quarters based upon phasing plans submitted from the BSO to FMB. RPN funding is an annual appropriation, meaning all funds need to be obligated by 30 September.

b. Allocations address statutory limitations on the obligation and expenditure of appropriated funds, which are imposed by law. Many of these limitations are specifically addressed within the National Defense Appropriation Act public law. Title 31 U.S.C., §1301(a) and 1517, establish statutory limitations concerning expenditure of appropriated funds as included in the DoD FMR.

2. Financial Roles within NROWS

a. Financial Manager. Upon receipt of an allocation from COMNAVRESFORCOM (N82), the FM is responsible for distribution of these funds to either an OWA for AT or a subordinate work center for ADT/IDTT. The OWA for AT will establish who the FA will be for each program. The FM for ADT/IDTT will identify the appropriate FA for the subordinate work centers and request the individuals submit a DD Form 577 to COMNAVRESFORCOM (N31) for creation of the FA role. An activity may have more than one FA, with the understanding that if multiple FAs are assigned, the same status of funds report will be reviewed. In other words, if a FSC has multiple FAs, all FAs will take action on the same funding source. The FM will compare unliquidated orders (orders without expenditures) against the order estimate and notify COMNAVRESFORCOM (N82) of any expenditures that appear to be erroneous. The FMs will ensure credits are returned for cancelled orders with airline tickets. If a cancelled order with ticket charges is older than 3 months, the FM will conduct research to ensure NAVPTO requested a credit on the electronic ticket (e-ticket). The FA will research orders and alert COMNAVRESFORCOM (N82) via the FM of any cancelled orders that have expenditures against them, except airline tickets.

b. Fund Approver. The FA is responsible for managing the funds allocated to them. The FA will be assigned by the echelon 3/4 FM. In order to prevent fraud or a conflict of interest, FAs will not be assigned OS roles. FAs will review and become familiar with order types, obligation rules, AT authorizations, and order writing/FY policy from COMNAVRESFORCOM. FAs will ensure unused airline tickets are returned and cancelled orders are processed through the system to recoup funding. The primary or alternate FA will not approve their own orders. The NRA CO will fund approve the primary or alternate FA's AT, ADT, and IDTT orders.

3. Distribution of Funding. COMNAVRESFORCOM will allocate RPN funds to NROWS via the funding source code. Funds will be allocated for the FY with quarterly controls. FSC consists of data fields that make up the distribution of funds to the FM.

2019	000721	SSE-RCC	SOUTHEAST
(a)	(b)	(c)	(d)

a. FY (i.e. 2019).

b. Bureau control number (UIC which has 1517 authority) (i.e., 000721 for COMNAVRESFOR).

c. Activity code/description: Identifies the FM who is receiving the distribution of funds.

(1) The FM will sub-allocate funds to an OWA. The OWA role must assign a user(s) as the FA role to approve orders.

(2) When an order application is entered for AT, the FSC will default to NRA FSC based on the assigned UIC.

(3) The OS role must select a different FSC if another command is paying for the orders; the Sailor does not have this option, as it is defaulted. For special and school training, the Sailor or OS must select the FSC to route the application for approval. For IDTT, the system will attempt to default the IDTT FSC, but either the Sailor or an OS may select a different IDTT FSC if desired.

d. The FAs are responsible for ensuring they only approve orders against their own allocations. If an order is approved under the wrong FSC, the order must be cancelled and reentered using the correct code; the FSC cannot be modified after approval.

4. Annual Training/Active Duty for Training Funding Responsibility

a. Annual Training. AT is a requirement for satisfactory performance. Reservists shall perform an AT period each year, unless waived by a cognizant authority. Throughout the execution year, FMs may redistribute funds between NRAs as necessary. This will allow the FM to shift funds from NRAs that have excess funds to NRAs where AT requirements exceeded funding. If funding is not available at a certain echelon, ask the next higher echelon for funding.

b. Discretionary Reserve Personnel, Navy RPN Funds (IDTT/Additional Drills/ADT). COMNAVRESFORCOM (N3) will distribute Discretionary funds based on operational support plan requirements. COMNAVRESFORCOM (N82) will distribute funds in NROWS based on this distribution plan. COMNAVRESFORCOM (N7) is the FM for ADT (schools).

## 5. Execution Requirements

a. Obligations. When a FA reviews the order costing, the following obligation posting logic applies:

(1) Pay and allowances are obligated to the quarter containing the duty report date. If duty is less than 30 days, the full cost is charged. If duty is greater than 30 days, the pay and allowances obligations are charged based on the duty days in each quarter.

(2) Travel and per diem costs are obligated against the quarter in which the order is approved. For example, when an FA approves an order in February for duty in July, the pay and allowances will obligate in the fourth quarter, and the travel and per diem will obligate in the second quarter.

(3) When approving orders for the next FY, the obligation logic for pay and allowances will be the same. However, the travel and per diem will post in the first quarter of the next FY. The FA must ensure funds are available for the next FY. NROWS will automatically obligate funding to the proper quarter. The FA must ensure funding is available for the specific quarter. Once the application is approved, the funds are subtracted from the FA's FSC, giving the available balance for the quarter/year.

b. Cancelled Orders. OS/FA/FM will take prompt action using NROWS reports (discussed in detail in subparagraph 306), to ensure unexecuted orders are cancelled immediately in NROWS and DTS. In cases where tickets have been issued, OS/FA/FM will ensure those tickets are immediately returned to the TMC to recoup airline obligations/expenditures.

c. Travel Advances. When travel advances are authorized and issued, authorizing officials for NROWS assigned at the echelon 4/5 will ensure the advance is identified on the travel claim before forwarding to the PSD for settlement.

### d. Travel Vouchers

(1) NROWS/DTS Import/Export. Per appendix (k), travelers must submit a travel claim/voucher within 5 working days of completion of their travel. In the case of extended ADT of 45 days or more, the traveler must request a SPP via their DTS authorization. Members who have not submitted a travel claim/voucher within 5 working days from the date the duty ended will not perform additional AT/ADT/IDTT until the travel claim/voucher is submitted.

(2) Non-DTS NROWS. Per appendix (b), SERLES must submit a travel claim through their echelon 5 command within 5 days of completing their travel. In the case of extended IDTT, AT, or ADT the Reservist shall submit a travel claim through the servicing PSD for each 30-day period. That claim must be submitted within 5 days after each 30-day period or the member will not perform additional AT/ADT/IDTT orders.

Note: In both cases, the RO (for NROWS/DTS import/export) and the CPPA shall ensure that split disbursements and travel advances are identified on the travel claim for payment and recoupment.

e. Unliquidated Orders. FMs will ensure a thorough review by FAs is conducted every 30 days in order to ensure that:

(1) If orders were not executed, a cancellation is processed.

(2) If orders were executed, a travel claim is submitted.

Note: The NRA shall deny future travel for any member who has failed to submit a travel claim within 5 working days of the orders ending date.

6. Financial Management Oversight. Every NROWS user role must provide good stewardship of resources assigned to their organization. The comptroller, in partnership with FMs, the AO for NROWS, and FAs should use the following reports to meet their periodic requirements of fund management.

a. Execution of Funds Report. This report shows the FSC status of funds that reflect both obligations and commitments by quarter. The variance portion of the status of funds reflects the difference between the initial obligation and expenditure received in total. This report provides overall fund status visibility for each sub-allocation.

b. Liquidated Report. This report shows orders with all cost lines fully liquidated.

c. Unliquidated Report. This report identifies orders that have not been fully liquidated.

d. 30/60/90-Day Unliquidated Report. This report lists the unliquidated orders that are 30/60/90 days past the end date of the order. This report is very useful to identify orders that:

(1) Have not been executed and should be cancelled by the unit/NRA

(2) Were executed and require a travel claim from the member to liquidate

(3) Were executed but pay and allowance were not processed by the servicing PSD

e. Order Specialist Order Writing Authority Document Report. Similar to the liquidated and unliquidated report, this report shows all orders regardless of funding source (AT, IDTT, ADT-Special, ADT-School, and ADT-Reimbursable). This report can only be seen by the OS or OWA.



f. Variance Report. This report identifies potential erroneous expenditures or estimating problems with orders where expenditures exceed obligations. When an erroneous expenditure has posted against a document, submit documentation to COMNAVRESFORCOM (N82) through the FM. Occasionally, PSDs may disburse against incorrect lines of accounting causing unmatched disbursements. Identifying these orders to COMNAVRESFORCOM (N82) for cost transfer will correct the problem. A date range selection criteria has been added for the user to run and review the report on a monthly basis for FIAR.

g. Cancellation Report. This report shows all orders that have been cancelled. If an order included commercial travel, this report should be used to ensure that credits are returned. If an e-ticket was issued and either partially used or changed, the member must notify the TMC to initiate the refund process. If an e-ticket was issued, but not used, the ticket will automatically cancel after the last date of travel on the ticket; however, if a ticket was issued, the ticket needs to be returned by the TMC to process ticket credit.

h. Confirmation Orders Report. This report will show all confirmation orders approved, providing each activity the ability to monitor the number and frequency of confirmation orders issued and manual travel vouchers required for reimbursement.

i. Commitment Report. This report shows the tracking number and cost lines for each order application that makes up the commitment amount on the execution of funds report or the commitments on the allocation screen view.

j. Order Completion Report. This report allows the FM, OWA, and FA to review unliquidated cost lines based on a threshold for the number of days past the duty end date.

k. Paid non-Travel Report. This report shows all paid non-travel orders for the NRA to ensure the orders are endorsed with arrival and departing dates required for audit.

CHAPTER 4  
ORDER PROCESSING

1. Order Processing. The purpose of the NROWS travel process is to assist members in arranging travel to and from assignments, and to minimize errors when using the DTS or NAVPTO. The goal is to ensure the member reaches and returns from the assigned duty station with a minimum of processing errors or delays.

Note: All NROWS users should review the various order processing timelines below.

a. Duty Location in NROWS/DTS. Members reporting for duty on a military installation shall use the military installation as the duty location in NROWS and DTS vice the city and state to ensure the correct lodging options are selected in DTS. AOs (for DTS) are equally responsible for verifying this, as the utility of government messing and berthing, when available, is decidedly advantageous to the government. When government berthing is not available, the automatic issuance of a CNA by DTS is likewise predicated on the use of the military installation, rather than simply the city and state, as the duty location.

b. Travel Advance. Reservists who are non-GTCC holders and require a travel advance should enter an application early enough to account for processing time by their supporting PSDs or through DTS. PSDs generally require 10-14 days to process an advance by EFT. Members should not start travel prior to receiving the travel advance.

c. Country Clearance Requirements. Most country clearance messages require a copy of the traveler's itinerary. Orders for travelers requiring country clearances should be entered in sufficient time for NAVPTO/TMC to provide an itinerary prior to country clearance request deadlines. In extreme cases, the host country may require up to 60 days advance notice of the Reservists arrival. Reference (g) will provide up-to-date country clearance requirements.

d. Airline Seat Availability. Normally there are a limited number of airline seats available at the government fare. As flights are filled, seating on a particular flight may no longer be available at the government fare, requiring either alternate flight arrangements or costlier ticketing. Timely submission of applications will help ensure desired flights are obtained at the best fare.

e. Order Endorsement. In order to confirm the training or duty was performed as ordered, the completed orders shall be endorsed by the gaining command either in the endorsement stamp block on the last page of the NROWS orders or via the NSIPS electronic muster. Orders shall be endorsed on check-in and departure. In the absence of an endorsement, the Reservist must contact the gaining command to receive an "after the fact" endorsement.

Note: Neither the traveler, unit, nor the NRA are authorized to endorse orders. The exception is that the NRA may endorse orders if the NRA is the AT/ADT/IDTT location.

2. Confirmation Orders. Confirmation orders are NROWS orders, with or without associated travel, that are approved for funding after 2359 of the order start date. An unusual situation, such as a regional or national emergency, may require that official duty begin or be performed before a written order can be issued. However, these cases are extremely rare and every effort must be made to avoid issuing a confirmation order. For emergency travel, see subparagraph 508a for orders requiring immediate processing. If official duty is required to start prior to the completion of a formal NROWS order, a verbal order must be obtained from a competent authority. Requests for confirmation orders that do not meet the aforementioned regional/national emergency criteria require approval by COMNAVRESFORCOM (most requests will be denied).

Note 1: Delays in the normal order-issuing process are not grounds for confirmation orders.

Note 2: Failure to approve orders in a timely manner or a Navy Reservist failing to get approved orders properly endorsed by the gaining command may result in the member not receiving financial reimbursement. If it is discovered that a Reserve member is performing official duty without approved and endorsed orders, the member should cease work until orders are properly submitted and approved.

a. In addition to meeting the circumstances in paragraph 402, a verbal order shall meet the following criteria:

(1) Given in advance of travel. Every attempt must be made to utilize the TMC for travel arrangements prior to confirmatory travel. See reference (b), paragraph 010206, for confirmatory travel order procedures and allowances.

(2) Approved by competent authority. Competent authority is the senior military assigned to the command with the authority to obligate the funds.

(3) The command authority issuing the verbal order must notify COMNAVRESFORCOM (N33) immediately of the situation and intent to provide confirmation orders/confirmatory travel (via the NROWS/DTS Enterprise Service Desk if after hours).

(4) Written NROWS orders processed within 5 days of the start date, which includes the date of the verbal order.

(5) Provide COMNAVRESFORCOM a formal written request for approval, following appendix M. Letters, endorsed by the echelon 4 commander, must be submitted via e-mail (unencrypted) to the COMNAVRESFORCOM (N33) customer service inbox (CNRFCCODE\_N33@navy.mil). The subject line of the e-mail shall be "CONFIRMATION ORDER (NROWS TRACKING#)."

b. There are several impacts that must be considered before issuing confirmation orders:

(1) There is inherent risk in a verbal order for a Reserve Sailor because, if not from a competent authority, the Sailor would not be in a duty status and therefore not covered in the event of injury, illness, or death, nor subject to the UCMJ or covered by a SOFA. Conversely, NROWS orders are always from a competent authority and ensure that all requirements for duty status are met (i.e. mission operationally required, individual is administratively prepared, and fiscal authority to expend available funds exists). Furthermore, without written orders, civilian officials and military personnel may question or delay a Reservist in their mission. Due to these risks, orders that involve putting a Reservist into a duty status after the fact require approval by COMNAVRESFORCOM.

(2) Obligation of Funds. The commanding officer issuing the confirmation order must ensure sufficient funds are available prior to issuing the oral order.

(3) Reimbursement of travel charges resulting from confirmation orders, unless specifically ordered by competent authority to be procured via personal funds, will not exceed the cost that would have been incurred had the travel been procured by the TMC.

(4) Expenses incurred before receipt of a written/verbal order are not reimbursable.

c. Aviation squadrons sometimes encounter unique situations while executing IDT or additional drills where pilots and aircrew members are in flight for longer than 12 hours. NRAs need to plan as best as possible. However, in the rare instance members need to be placed on IDTT orders after the fact, complete the following:

(1) The NRA will notify the echelon 4 command within 24 hours (including after hours).

(2) The NRA will provide a copy of the members EDM drills and an explanation of what occurred within 72 hours via e-mail (unencrypted) to CNRFC\_CODE\_N33@navy.mil for determination by Director COMNAVRESFORCOM (N33). The echelon 4 command will be included on all e-mail correspondence for situational awareness.

### 3. COMNAVRESFORCOM Departmental Responsibilities

a. OWA Delegation. The delegated order issuing official for the Navy Reserve who has the authority to write orders and to obligate funding in conjunction with orders, and further delegates order writing authority to the NRA.

b. COMNAVRESFORCOM (N1). Tracks NSIPS tier 1 and 2 trouble tickets submitted by the NRAs to ensure actions are completed and tickets resolved in a timely manner. Serves as a liaison between NIWC, customer service center, and Inactive Manpower and Personnel Management Information System. Directs NRAs on all policies and procedures for accession gains.

c. COMNAVRESFORCOM (N31). Provides funds management, approval, and execution of COMNAVRESFORCOM discretionary RPN and AT accounts. Primary COMNAVRESFORCOM liaison to Fleet OSOs and subordinate echelon 4 commands for RPN funds, execution, coordination, and support. Oversight of NROWS OSO planner profiles and FA roles, and maintains required documentation in accordance with paragraph 202.

c. COMNAVRESFORCOM (N33). Responsible for oversight and management of the order writing process. Responsible for overall system administration and liaison with NIWC, Customer Service Center New Orleans, NROWS/DTS Enterprise Service Desk, and Reserve Travel Center located at the DTS Travel Assistance Center, TSO Indianapolis, NAVPTO, and TMC. Provide customer service support for all order writing issues to echelon 4/5 commands.

d. COMNAVRESFORCOM (N7). Responsible for managing and processing all school quota requests. For specific amplifying information, see chapter 6.

e. Navy Reserve Activity. Authority to write orders and obligate funding in conjunction with orders is delegated from COMNAVRESFORCOM to the OWA.

f. Navy Reserve Activity Commanding Officer. Responsible for the following:

(1) Ensuring all Reservists are afforded an appropriate AT authorization per the annual COMNAVRESFOR 1001 force execution guidance notice.

(2) Providing 24/7 access for Reserve travel assistance.

(3) Ensuring all administrative and technical requirements for supporting the order writing processes at their command are met to include assignment and termination of NROWS user roles.

(4) The delegation of authority under their command and by direction authority, which shall be delegated in writing and maintained by the CO. The CO cannot delegate hard hold approval. This does not imply that the CO must fill the hard hold role, only that the comments must reflect the COs approval.

(5) AT and any additional funding sub-allocated to the NRA for assigned units.

(6) The order writing process at their NRA. To include reviewing proper endorsements to NROWS orders in accordance with subparagraph 401e.

(7) Ensure all assigned personnel receive training on NROWS/DTS policies and procedures.

g. Unit CO/OIC/AOIC. Responsible for ensuring all assigned Reservists complete their AT obligation.

4. NROWS Process Responsibilities

a. Traveler

(1) After being assigned a requirement, the traveler applies for Active Duty orders (AT/ADT/IDTT).

(2) The traveler receives e-mails from NROWS and DTS giving status updates to application and authorization.

(3) If a traveler has a hard hold that cannot be immediately cleared, the traveler must reapply for travel after clearing the hard hold by completing the required qualifying actions. If disapproved, the traveler determines whether to reapply for travel. If the traveler does not reapply, the process ends.

(4) If fund approved, the traveler accesses DTS (when applicable) and processes the DTS authorization, travels to the duty assignment, returns, and the process ends. The traveler is responsible for filing travel voucher within 5 business days of the completion of travel.

b. Unit Approver

(1) RUIC UA reviews the application. If the traveler is cross-assigned, the cross-assigned UMUIC UA will review the application.

(2) UA determines whether the application should be routed for approval. If disapproved, NROWS notifies the traveler, who will determine whether to reapply.

c. NRA Orders Specialist

(1) If there are any hard holds/security holds, the NRA determines whether to clear or return it as appropriate.

(2) If a school quota or funds are not available, NRA reviews the application for further action and returns it to the Reservist.

(3) If a HQ waiver is disapproved, the NRA reviews the application and takes corrective action, if able.

(4) If the travel arrangements are not acceptable, NRA determines whether to modify the request. If the NRA decides to modify the request, NRA determines if there are any pending hard holds and the request re-enters the travel review process. If travel is disapproved by COMNAVRESFORCOM (N33), the NRA reviews the application and takes corrective action, if able.

(5) If NRA decides not to modify the travel request, but to begin the deletion process, the NRA will notify the traveler of disapproval via e-mail.

(6) Provide assistance to SELRES in locating proper cross-assigned point of contact for NROWS orders routing.

d. COMNAVRESFORCOM (N7) Schools

(1) If the request is not for a school, the action is routed to COMNAVRESFORCOM (N33) for action.

(2) If the request involves schools, COMNAVRESFORCOM (N7) reviews the request and determines quota/funds availability. The following will take place:

(a) If a school quota is no longer available, the request is returned to the NRA for further action.

(b) If a school quota is available, the request is approved and routed forward in NROWS.

e. COMNAVRESFORCOM (N3)

(1) HQ Waivers. After COMNAVRESFORCOM (N33) (COMNAVRESFORCOM (N31) for E-AT and USERRA) reviews the HQ waiver (paragraph 203h), the following takes place:

(a) If disapproved, the request is returned to the NRA for further action.

(b) If approved, the request will be routed forward in NROWS.

(2) Travel verification

(a) A review of the mode of travel is conducted to ensure compliance with reference (b).

(b) All compliant applications will be routed forward for fund approval.

(c) All incorrect applications will be returned to the NRA.

(3) Travel Arrangements for Non-DTS Orders. Travel arrangements for non-DTS are not booked through DTS. NAVPTO Pensacola verifies the travel request and enters required travel information into the Sabre Travel Network and transmits the travel request to the TMC for reservations and ticketing.

f. Fund Approver (Authentication)

(1) If the travel arrangements are acceptable, fund approval determines whether funds are available to support the travel. If sufficient funds are available for the requested travel, the request is pushed to DTS or NAVPTO Pensacola for verification.

(2) If funds are not available for the requested travel, the request is returned to the NRA with a request to modify the arrangements.

5. NROWS Failure Procedure. A list of potential failures, their associated impacts, and corrective actions is as follows:

a. Casualty. NROWS web entry failure/casualty (non-NMCI related): Contact the NROWS/DTS Enterprise Service Desk.

(1) Impact. The Sailor and UA/UR roles will not be able to perform their roles in NROWS.

(2) Action

(a) Contact NRA OS to submit order request in NROWS.

(b) The OS delivers official orders and itinerary to the member via e-mail.

b. Casualty. NROWS client-server partial (geographic) failure.

(1) Impact. Loss of the ability of an OWA to use NROWS.

(2) Action

(a) Notify ISIC and determine if ISIC can assume the appropriate roles until the failure is corrected.

(b) ISIC assumes roles until the failure is corrected, if possible. Resolve hard holds with the OWA of the affected NRA.

(c) If the ISIC is unable to assume the roles of the OWA, follow the catastrophic procedures below.

c. Casualty. NROWS catastrophic failure.

(1) Impact. Loss of ability to process orders via NROWS, including all interfaces.

(2) Action



- (a) Limit order writing to mission-critical orders processing.
  - (b) COMNAVRESFORCOM (N33) activates NROWS COTS.
  - (c) Refer to appendix I for NROWS COTS procedures.
- d. Casualty. COMNAVRESFORCOM support failure (e.g. hurricane evacuation or major power loss).
- (1) Impact. Loss of COMNAVRESFORCOM order support, coordination of travel in support of exercise and operations, school quota verification, automated travel processing, and comptroller oversight.
  - (2) Action.
    - (a) Limit order writing for affected orders to those that are mission critical.
    - (b) School quota verification reverts to alternate approval authority.
    - (c) COMNAVRESFORCOM issues immediate contingency operations policy guidance for the processing of all orders impacted by the failure.

CHAPTER 5  
TRAVEL

1. General. The decentralized nature of NROWS allows OWAs to make decisions concerning official travel. It is imperative that all personnel assigned a role in NROWS have a full understanding of the entitlements authorized in each situation. This chapter is not meant to be a reiteration of reference (b) or any other instruction that governs entitlements; rather, it delineates policies regarding official travel specific to the Navy Reserve.
2. Travel Arrangement Policy. Per reference (b), the Navy is contractually obligated to use TMC to make travel arrangements for all U.S. Navy personnel. COMNAVRESFORCOM is required to use NAVPTO and the TMC to arrange all Navy Reserve travel for AT/ADT/IDTT orders. TMCs other than SATO/TMC New Orleans will not be used to arrange travel that is charged to RPN funds. The primary method of arranging travel is when orders are routed through NROWS via DTS for the procurement of travel. The traveler will inform the NRA of any changes to travel arrangements and complete an order modification in NROWS when dates/locations of travel change. Reimbursement for a personal purchase without prior authorization constitutes an unauthorized obligation and may not be fully reimbursable (see paragraph 517 for guidance on the submission of reimbursement packages).
3. Temporary Additional Duty while on Call to Duty Orders. While on AT/ADT orders, a Reservist may conduct TAD away from the gaining command using the gaining command's accounting data via the active duty profile in DTS. Call to duty orders are processed through NROWS for getting the Reservist to/from the gaining command and are the official mechanism for placing a Reservist on or off Active Duty status. TAD orders from a gaining command do not place an individual in a duty status. If a member is performing AT/ADT away from their PR at a per diem location using the gaining command's accounting data via DTS, the member cannot receive per diem for both locations. The member must submit a copy of the travel claim/voucher to the NRA travel office, verifying that they did not receive per diem from the AT/ADT orders for the period they also received per diem on TAD.
4. Travel Days
  - a. CONUS/OCONUS Air Travel. The travel day is also known as the start date in NROWS. This date is not the report date. Travel days are only authorized at the beginning of the orders. The determination of travel days allowed for CONUS/OCONUS travel is made per reference (b). Travelers are authorized up to 2 travel days for OCONUS locations, but some OCONUS locations may only require 1 travel day.
  - b. Constructive Travel Days. NAVPTO and TMC are required to make travel arrangements based on the member's report and end date.

(1) In some cases, flight availability may increase the travel time required. A member must include the actual itinerary with the travel claim.

(2) In some cases, due to flight availability (e.g., if a member requires a late flight), the TMC may be required to book the flight the next day. The member is entitled to per diem and pay/allowances if travel continues after the end date. The member shall modify their NROWS orders to reflect returning after original end date for pay and allowance purposes.

c. Travel Time. The formula for computing travel time is as follows:

(1) Airline reservations are made in compliance with the reporting time. If the report time on the orders does not allow for same day travel, the member will travel the day before and is entitled to travel allowances per reference (b). It is imperative to include the travel itinerary with travel claim/voucher for future audit validation. If a member cannot report prior to 0900, the member is required to have a travel day unless authorized by COMNAVRESFORCOM (N33). COMNAVRESFORCOM (N33) will make this determination on a case-by-case basis, based on the justification provided in the NROWS application.

(2) Per reference (b), if a Sailor cannot complete return travel before 2359, they may complete travel the following day. COMNAVRESFORCOM (N33) authorizes local disbursing offices to pay this travel day (per diem) without an order modification under circumstances where a travel delay was unforeseen. However, the member shall modify orders to reflect the correct end date for pay and allowances. If the member's travel was booked by the TMC for the day following the last day of the orders, then per reference (f) and paragraph 504b(2), the member is entitled to pay and allowances until travel is complete.

5. Air Travel General. NAVPTO/TMC will endeavor to accommodate specific travel requests while adhering to reference (b) and other governing instructions. There are limited government contract seats on any given contracted flight. The timeliness of a request is essential to book a desired flight at the government contract fare.

6. Scheduling Travel

a. It is the responsibility of the DTS AO to ensure travel for orders is performed in accordance with reference (b). Specifically, AO (for DTS) shall compare the DTS authorization to the NROWS orders to ensure travel was scheduled following reference (b), paragraph 020202 "scheduling travel." The AO (for DTS) will verify that travel departure and arrival times coincide as nearly as possible with those needed to carry out the mission. In validating the DTS authorization, the AO (for DTS) will consider JTR factors including:

(1) Duty hours (standard 0700-1630)

(2) Duty requirements

(3) The traveler's comfort and well-being

(4) The traveler not being scheduled for departures and arrivals between 2400 and 0600 unless travel between 2400 and 0600 is required by the mission.

(5) Arranging air travel so that the traveler is scheduled to arrive the day before the report date (except when, per paragraph 504, the member can travel and report on the same date and is justified in the NROWS application).

b. Every day of AT/ADT/IDTT orders incurs pay and allowances and either full or partial per diem for a member. It is the responsibility of both the member and the AO (for DTS) to ensure no additional days are scheduled before or after the dates required to perform the mission. It is the NRA's responsibility to validate that the DTS travel authorization requested by the member is fiscally responsible and auditable.

c. These examples are provided to assist the AO (for DTS) in validating DTS authorizations:

(1) Early Travel on First Day of Period of Duty - Not Reasonable. Member's NROWS orders state the member has a report for duty no later than 0730 on 4 February YYYY. Member's period of duty is 3 February YYYY to 15 February YYYY. Member submits a DTS itinerary for a flight on 1 February YYYY. The AO (for DTS) disapproves the DTS travel authorization because the travel for the orders shall occur on 3 February for a report time of 0730 on 4 February YYYY.

(2) Early Travel on Last Day of Period of Duty - Not Reasonable. Member has scheduled a 0800 flight on the last day of the period of duty. The AO (for DTS) examines the NROWS orders to see if they explain why the member is departing during standard duty hours (0700-1630). If necessary, the NRA should contact the member to understand why the member is not traveling after duty hours. If the member has no justification, the AO (for DTS) should not approve the authorization until the member has scheduled a flight in accordance with duty hours.

(3) Early Travel on Last Day of Period of Duty - Reasonable. Member has scheduled a 1400 flight on the last day of the period of duty. The AO (for DTS) contacts the member who justifies the early departure time based on the availability of flights and other travel computations that are necessary for the member to complete return travel by 2359. Since it is fiscally responsible to return the member before 2359 (when the member incurs another day of pay and allowances and partial per diem), the AO (for DTS) should approve the authorization.

(4) Return Travel Requiring Extra Day. Return travel from west to east and/or from austere OCONUS locations can present unique challenges and may require an additional day to complete travel. Reference (b) requires travel to *begin* on the final day of orders. Same-day

return travel is possible from most locations, including those that require travel over large distances. However, in some cases of west-to-east travel or where flight options are limited, travel may extend into a second day. For NROWS/DTS order processing, complete the following steps if travel extends into the next day:

(a) Step 1. Route and fund approve NROWS orders to end on last day of duty.

(b) Step 2. Book return travel (via DTS or as reserved by SATO) for departure as soon as practicable after duty is complete.

(c) Step 3. Once travel is authorized, but before the orders begin, modify the NROWS orders to reflect the day the travel ends to account for the extra day of pay authorized during return travel. This modification will import into DTS and the member will simply accept the modification in DTS, leave the authorization as it is, and re-sign and route the authorization for re-approval.

7. Short-Lead-Time Travel. Orders fund approved inside of 14 days for CONUS travel and 30 days for OCONUS travel are considered short lead-time orders and may require a justification statement from the unit CO. Timely routing of orders is essential. After fund approval, orders must import from NROWS to DTS. Travel arrangements must be selected, booked, authorized, and ticketed in DTS. Orders not submitted in a timely manner cannot be guaranteed travel arrangements.

8. Emergency Travel. When an emergent requirement arises (Red Cross, natural disasters, mission critical, etc.) that requires COMNAVRESFORCOM (N33) after hours travel support for orders and travel beginning within 24 hours or between 1300 ET Friday and 1200 ET Monday, the designated authority must contact the NROWS/DTS Enterprise Service Desk to initiate emergent travel support. AT and ADT schools are not normally considered mission critical.

a. The following are considered to be emergencies and will receive immediate priority:

(1) Red Cross messages (death or serious injury/illness of an immediate family member). A copy of the Red Cross message must be provided to the NROWS/DTS Enterprise Service Desk. The Reservist will be returned to their PR. The NRA will be instructed to create an order modification to reflect the change in order dates, returning the member only to their PR. Modifications are not required prior to member traveling.

(2) Movement of required personnel in time of natural disaster.

(3) Movement of personnel required with special skills for search and rescue.

(4) Emergent travel for operational requirements that require travel within 24 hours or travel between 1300 ET Friday - 1200 ET Monday.

b. The following are designated authorities who can initiate mission critical travel:

(1) The Navy Reserve echelon 4 commander or their designated representative. The echelon 4s are:

COMTACSUPWING FT WORTH  
NAVREG MIDLANT RCC NORFOLK  
NAVREG SE RCC JACKSONVILLE  
NAVREG RCC SW  
NAVSPECWARGRU ELEVEN

MARSUPWING SAN DIEGO  
NAVREG MIDLANT RCC GREAT LAKES  
NAVREG SE RCC FORTWORTH  
NAVREG RCC NW  
COMFLELOGSUPPWING FORT WORTH

(2) The NEPLO program manager and assistant program manager (for NEPLO emergency responses only).

(3) The JECC OSO and assistant (for JECC mission critical requirements only).

(4) The Submarine Force Atlantic OSO; Submarine Force U.S. Pacific OSO; Commander, Submarine Squadron Eleven (CSS-11) OSO, Undersea Rescue Command CO, XO, or duty officer (for emergent submarine rescue missions only).

(5) The flag matters OSO (for Reserve flag officer emergent mission critical requirements only).

c. General procedures that will be followed:

(1) The designated authority will contact COMNAVRESFORCOM (N33) during normal business hours and the NROWS/DTS Enterprise Service Desk after hours at (800) 537-4617; select “travel within 24 hours/emergency travel” for the call to be placed at the top of the queue for the next available service desk technician.

(2) When the NROWS/DTS Enterprise Service Desk technician answers the call, the designated authority will identify themselves and their command and state that they have mission critical travel. If the designated authority e-mailed authorization to the NROWS/DTS Enterprise Service Desk, the caller will reference that e-mail authorization.

(3) The NROWS/DTS Enterprise Service Desk will contact the COMNAVRESFORCOM (N33) duty officer for travel authorization.

(4) If required, the COMNAVRESFORCOM (N33) duty officer will contact the NRA/FA to expedite order processing.

(5) For DTS arranged travel, once the NROWS order is fund approved:

(a) Step 1. The traveler or NDEA will complete the DTS travel authorization.

(b) Step 2. The TMC will book the transportation. If expedited processing is required after hours, COMNAVRESFORCOM (N33) will contact the TMC.

(c) Step 3. The traveler's AO (for DTS) must approve the DTS authorization.

(d) Step 4. TMC will ticket the transportation. If expedited processing is required after hours, COMNAVRESFORCOM (N33) will contact the TMC.

(6) For non-DTS orders, once the NROWS order is fund approved the COMNAVRESFORCOM (N33) will contact NAVPTO Pensacola to ticket transportation.

9. Premium (First/Business) Class Travel. The DoD mandates coach (economy) class travel accommodations must be used for all transportation modes for all official government travel. A Navy Reservist request for premium (first/business) class travel accommodations must be routed through the traveler's chain of command and forwarded to COMNAVRESFORCOM (N33) for further routing through the secretarial process. No other delegation is authorized. Members shall not travel prior to written authorization.

10. Economy Plus/Coach Elite Seating. This includes accommodations for any seating in economy or coach class provided to the general public for an additional fee. Economy plus/coach elite seating services may vary from airline to airline and use various names. Economy/coach cabin should not be confused with premium class travel. In addition to any designated economy-plus seating areas, aisle, window, exit row, or bulkhead seats in the economy/coach cabin may also have additional costs depending on the airline. COMNAVRESFORCOM will not authorize the reimbursement of such upgrades.

11. Travel to/from Home/Primary Residence to Include LOTH in NROWS for AT/ADT/IDTT

a. Travel on AT/ADT orders may originate and/or terminate at the following locations:

(1) From/to PR/PR.

(2) From/to LOTH/PR, PR/LOTH, or LOTH/LOTH.

(a) Travel reimbursement is limited to the cost of a government ticket (city pair flight) from/to the member's PR. All members utilizing LOTH are required to provide the completed LOTH CTW (appendix H) in the DTS authorization and voucher.

Scenario: If member travels from PR to AT/ADT/IDTT location and utilizes LOTH to remain in place at AT/ADT/IDTT location at the end of the orders, then the member is not authorized reimbursement for travel to return to the PR.

(b) For travel originating/ending at the duty station, travel is not authorized but per diem is payable at the duty location through the last day of the orders.

Note: All travel from/to a LOTH must be placed (charged) on the member's GTCC. If the traveler does not have a GTCC then LOTH travel is not authorized.

b. During the order writing process, individuals may elect to request a change to their PR via NROWS if the PR for home is incorrect. Changes to the PR via NROWS constitute automatic authorization for the OS to make the same change in NSIPS. OSs will validate the change and should ensure entry of the change of the PR in NSIPS before routing the order. An address change is not authorized for personal/business reasons. Changing the PR for unauthorized or fraudulent purposes will be considered a violation of the UCMJ and may result in disciplinary action against the offending member.

12. Ticket Types. The traveler will receive an e-mail itinerary (e-ticket receipt) once travel is ticketed by the TMC, usually 3 working days prior to travel. A valid e-mail address must be provided in NROWS and DTS to receive the e-mail. Changes to travel requirements that increase the ticket cost after final ticketing are not authorized unless a modification is entered into NROWS. The TMC is not authorized to make changes to the ticketed reservation before the DTS authorization has been modified and approved. Emergent changes that require approval outside of DTS must be approved by COMNAVRESFORCOM (N33) via the echelon 4 command. This process ensures that a member's travel supports the NROWS order data.

13. Unused Tickets/Cancellations. The TMC will automatically credit/refund an unused ticket back to the line of accounting charged, which is then processed through Reserve Integration Management System FM and passes the credit to NROWS. Credits for unused e-tickets and e-ticket cancellations will occur without intervention. The member may follow the steps in COMNAVRESFORCOM (N33) SOP 006 to obtain a ticketed SATO invoice. If the refund is not reflecting in the SATO invoice, the member may contact the TMC during normal working hours for assistance with reimbursement (in some cases, the TMC may direct the traveler to the airline).

14. Rental Cars. When a rental car is authorized in the NROWS orders either during the initial routing or modification, the TMC will reserve a rental car for the traveler. The default location for rental car pick-up and drop-off is at the airport of arrival, but a different location may be entered via NROWS and/or DTS.

a. If a rental car other than a compact car is required for the mission, provide justification in the "special instructions for travel" box, and add a non-standard paragraph authorizing the use of required vehicle.

b. The following reimbursements are not authorized:



- (1) Pre-paid fuel service, including EZ fuel, and fuel service charges and options
- (2) Global Positioning Satellite devices and charges
- (3) Collision damage waiver for CONUS orders
- (4) Frequent flyer miles program charges

15. Privately Owned Vehicles. Per reference (b), POV travel is classified as either advantageous or not advantageous to the Government based on one-way mileage. POV travel is not advantageous if the one-way travel is greater than 400 miles or 800 miles round trip, as determined by the defense table of official distances, <http://www.defensetravel.dod.mil/mobile/views/mileage/mileage.cfm>. Before approving POV travel, consider the following:

a. Advantageous (One-Way Travel Not to Exceed 400 Miles). While the OS may authorize this category of travel, it cannot be directed in lieu of other forms of government-sponsored travel. If the AO (for DTS) authorizes POV travel, the member will only receive 1 day of travel entitlements to and from the duty location, not to exceed 400 miles one way or 800 miles round trip.

b. Not Advantageous (One-Way Travel That Is Greater Than 400 Miles). While this mode of travel may be authorized for the convenience or preference of the member, it is strongly discouraged. The NROWS OS must inform the member they are entitled to only 1 travel-day for the purposes of pay and allowances, regardless of the duration of travel. One-way mileage will only be reimbursed not to exceed the cost the government would have incurred if travel was used by the authorized mode. A constructed travel worksheet is required. Only costs associated with the authorized transportation mode can be included (i.e., airfare or transportation to/from airport). No other costs are added to the computation, including rental car costs. Due diligence should be exercised by the OS when authorizing this category of travel.

Note: Individuals injured in an accident that occurs enroute to duty before the travel day (i.e., before the traveler is in an official travel status) may not be eligible for benefits and medical care normally available in a duty status.

c. Permanent Change of Station Active Duty for Training Orders. Members with approved PCS ADT orders are authorized the same PCS travel time Active Duty members receive in accordance with reference (b). However, return travel must be completed before the last day of the orders.

16. Commercial Chartered Buses. Funding and approval for bus use is managed by COMNAVRESFOR (N8) and does not affect local funds. The OS will use the MTR function in NROWS to request buses using the instructions in COMNAVRESFORCOM (N33) SOP 018.

Bus requests will be submitted at least 30 days prior to travel to allow both sufficient processing time and flexibility in making alternate travel arrangements, in case a bus is determined to be not advantageous to the Government. MTRs are separate from the orders, so there will be no delay in submission after the requirement is identified. The NRA CO is directly responsible for contacting the charter company to ensure cancellation.

Cancellation of buses must be completed 48 hours prior to pick-up date. Failure to do so will incur a cost to the government and a written explanation will be required from the NRA CO concerning non-compliance (e-mail unencrypted to [CNRFC\\_CODE\\_N33@navy.mil](mailto:CNRFC_CODE_N33@navy.mil)).

17. Submitting Reimbursement Packages. Per reference (b), it is a mandatory policy for all uniformed Service members to use an available defense travel management office contracted TMC for all official transportation requirements (air tickets and rental cars). Reimbursement is limited to the amount the Government would have paid if the arrangements had been made directly through the TMC (air and rental cars). Reimbursement packages are submitted as outlined below:

a. Completed non-DTS package should include the following:

- (1) Reimbursement cover letter (appendix L)
- (2) Copy of the member's endorsed orders, along with all modifications to those orders (if applicable)
- (3) Receipts for airfare and or rental car expenses
- (4) If the receipt is foreign and shows the amount in a currency other than U.S. dollars, the NRA should include a currency converter sheet with the package. The document needs to show how reimbursement was calculated (e.g., phone conversation between NRA/TMC or copy of cost letter from NAVPTO).
- (5) Submit reimbursement letter requests by emailing (unencrypted) all required documents to [CNRFC\\_CODE\\_N33@navy.mil](mailto:CNRFC_CODE_N33@navy.mil).

Note: Per reference (a) and (b), IDTT reimbursement is calculated differently than AT/ADT orders. See reference (b), paragraph 032303 and table 3-8 for authorized allowances, and paragraph 112 of this instruction for examples.

b. A completed DTS package should include the following:

- (1) The reimbursement cover letter (appendix L)

(2) A copy of the members endorsed orders (or unendorsed orders if accompanied by the NSIPS generated AT or ADT orders signature page) along with all modifications to those orders (if applicable)

(3) The member or the NRA needs to contact the TMC to obtain the government rate for the airline ticket and include the government transportation request in the DTS voucher for reimbursement.

(4) Receipts for either airfare or rental car expenses

(5) If the receipt is foreign and shows the amount in a currency other than U.S. dollars, the NRA should include a currency converter sheet with the package. The document needs to

show how reimbursement was calculated (e.g. phone conversation between NRA/TMC or copy of cost letter from NAVPTO).

Note: Per reference (a) and (b), IDTT reimbursement is calculated differently than AT/ADT orders. See reference (b), paragraph 032303 and table 3-8 for authorized allowances, and paragraph 112 of this instruction for examples.

CHAPTER 6  
SCHOOL QUOTA MANAGEMENT

1. Quota and Course Pre-Requisite Responsibility. The requesting member's NRA or unit CO will ensure a valid quota reservation exists to support travel to any school. Unit COs must ensure that applicants meet all course prerequisites as published in CANTRAC or other applicable course catalogs. CANTRAC is available to all Navy military personnel. Additionally, the requesting member's command/NRA will verify security clearance information via JPAS/DISS if applicable.

2. Obtaining Quotas

a. "A" Schools and Navy Enlisted Classification Awarding "C" Schools. COMNAVRESFORCOM (N7) coordinates enrollment in Navy "A" schools and NEC awarding "C" schools for all Reservists. To obtain "A" school and NEC awarding "C" school dates, command training officers must communicate with COMNAVRESFORCOM (N7) to request and receive approval to enroll a member into a Navy "A" school or NEC awarding "C" school before submitting an order request via NROWS. COMNAVRESFORCOM (N7) will ensure sufficient ADT (school) funding is available and obtain the quota. COMNAVRESFORCOM (N7) school quota and contact information can be found on the Navy Reserve SharePoint page under "N7" and the "N74 – New Accessions/RRL" tab. Requests for "A" school quotas can be e-mailed to [cnrfc\\_priser\\_quo.fct@navy.mil](mailto:cnrfc_priser_quo.fct@navy.mil). Requests for "C" school quotas can be e-mailed to [cnrfc\\_quotas@navy.mil](mailto:cnrfc_quotas@navy.mil).

b. Other Than "A" School and NEC Awarding "C" Schools. For all schools other than "A" school and NEC awarding "C" schools, commands shall obtain quotas directly from the quota control authority at COMNAVRESFORCOM (N7). Echelon 4/5 commands should have access to eNTRS to facilitate quotas requests online. COMNAVRESFORCOM (N7) approves these orders to confirm quota availability.

c. RRL BL1 Schools. Command RRL Training POCs shall route BL1 quota requests to COMNAVRESFORCOM (N7) via their respective echelon 3/4/5 commands. Requests should be e-mailed to the COMNAVRESFORCOM (N7) POC via the N7 SharePoint page, <https://private.navyreserve.navy.mil/CNRFC/N-Codes/N7/Pages/home.aspx>.

d. Naval Justice School. All Naval Justice School quotas are controlled by COMNAVRESFORCOM (N00J). Quotas for Naval Justice School courses shall be obtained directly by a command by obtaining a course quota control number from COMNAVRESFORCOM (N00J). Order applications without a course quota control number shall not be approved.

e. Navy Chaplain School. Navy Chaplain School quotas are obtained following subparagraph 602b.

f. Continuing Medical Education Schools. For Navy Continuing Medical Education Schools, request a quota via the chain of command. Approved quotas will be funded by BUMED (M10). Commands may coordinate with BUMED (M10) Education and Training via e-mail, [usn.ncr.bumedfchva.mbx.bumed---m10-education-training@mail.mil](mailto:usn.ncr.bumedfchva.mbx.bumed---m10-education-training@mail.mil). Order applications without a course quota control number will not be approved.

3. School Request Funding. The NROWS software is designed to automatically route all order applications with the correct FY mission number to COMNAVRESFORCOM (N7) school division for verification and approval. COMNAVRESFORCOM (N7) will follow the guidance as defined in the annual COMNAVRESFORNOTE 1001 when reviewing and validating requests for quotas and when reviewing and fund approving orders applications.

4. Tuition and Related Fees. RPN funding shall not be used to pay tuition, conference fees, laboratory consumables or related training charges. These expenses must be paid from Operational and Maintenance Navy Reserve accounts. Applications for courses levying such charges will require a completed certification of training reimbursement agreement with funding drawn from the applicable echelon 4 command. Examples include reimbursement for enrollment in courses such as those taught by a state maritime academy, local community colleges, civilian vocational schools, and other institutions certified by a computer network designated local training authority.

5. Cancelling Orders and School Quotas. Cancelling a travel order and the associated school quota are two distinct and different actions. NRA/unit COs must ensure that whenever orders to a school are cancelled, the quota control authority for the school is also notified to prevent no-shows and under-used school quotas. The command OS is responsible for cancelling the member's orders in NROWS and DTS if applicable, which allows obligated funds to be returned to FAs for reallocation.

CHAPTER 7  
TRAINING

1. Formal Training. The Navy Reserve Professional Development Center, New Orleans provides formal training for NROWS OSs and DTS AOs. Refer to the annual NAVRESPRODEV CEN 1500 notice for quota control procedures and convening dates. For more information regarding course data, members may also login to, <https://app.prod.cetars.training.navy.mil/cantrac/vol2.html>.

a. Reserve Component Defense Travel System Authorizing Official (CIN R-510-5516). The focus audience is DTS AOs (Active Duty/FTS and civilian personnel) who will perform duties of an AO on Reserve DTS authorizations and vouchers. The objective of the RC DTS AO course is to improve the performance of RC DTS AOs assigned to COMNAVRESFOR by improving their knowledge of the JTR, Navy Travel Policy, COMNAVRESFOR travel instructions and the DTS application. Students who complete the course will be designated as RC DTS AOs. RC DTS AOs will be required to complete recertification as a RC DTS AO every 3 years.

Note: Each command that approves RC travel in DTS will be required to have qualified AOs via the NRPDC class. This will become inspectable (command assessments) effective 1 October 2022. FLT MPS will be the system of requirement/documentation.

b. Navy Reserve Order Writing System/Reserve Defense Travel System (CIN R-510-5514). The focus audience is NROWS OSs (Active Duty/FTS and civilian personnel) who will perform duties of an OS on NROWS applications. The objective of the NROWS/Reserve DTS course is to provide apprentice level training to USN/USNR and DoD civilian employees who process and/or approve travel orders for travelers at Navy installations ashore and afloat under the supervision of their OWA.

Note: Each command that processes NROWS applications will be required to have qualified OSs via the NRPDC class. This will become inspectable (command assessments) effective 1 October 2022. FLT MPS will be the system of requirement/documentation.

2. DTS Online Training. The following web-based DTS courses are required for all DTS positions from traveler up through LDTA. The CO of the NRA is responsible for ensuring all required training is completed. These courses are mandated by reference (l) and reference (m) and are available to complete online in DoD TRAX, <https://www.defensetravel.dod.mil/Passport/>.

a. Travelers. Anyone who travels via the DTS.

(1) DTS (Basic) - About DTS

- (2) DTS (Basic) - DTS Travel Documents (DTS 101)
- (3) Programs & Policies - Travel Policies
- (4) Programs & Policies - Travel Card Program (Travel Card 101)
- b. AOs. Includes AOs, certifying officers, and ROs.
  - (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher)
  - (2) DTS (Basic) - About DTS
  - (3) DTS (Basic) - DTS Travel Documents (DTS 101)
  - (4) Programs & Policies - Travel Policies
  - (5) Programs & Policies - Travel Card Program (Travel Card 101)
  - (6) AO/RO - DTS Approval Process
- c. Non-DTS Entry Agent
  - (1) DTS (Basic) - About DTS
  - (2) DTS (Basic) - DTS Travel Documents (DTS 101)
  - (3) Programs & Policies - Travel Policies
  - (4) Programs & Policies - Travel Card Program (Travel Card 101)
  - (5) DTS (Basic) - Non-DTS Entry Agent
- d. Financial Defense Travel Administrator
  - (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher)
  - (2) DTA (Defense Travel Administrator) - DTA Maintenance Tool: An Overview
  - (3) DTA - Reports
  - (4) FDTA - Budgets/Lines of Accounting
  - (5) Programs & Policies - Travel Card Program (Travel Card 101)

e. Budget Defense Travel Administrator

- (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher)
- (2) DTA – Reports
- (3) FDTA - Budgets/Lines of Accounting
- (4) Programs & Policies - Travel Card Program (Travel Card 101)

f. Debt Management Monitor

- (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher)
- (2) DTS (Basic) - About DTS
- (3) DTS (Basic) - DTS Travel Documents (DTS 101)
- (4) FDTA - Debt Management Monitor
- (5) Programs & Policies - Travel Card Program (Travel Card 101)

g. Organization Defense Travel Administrator.

- (1) COL/Training for Accountable Officials and Certifying Officers (initial or refresher)
- (2) DTA - DTA Maintenance Tool: An Overview
- (3) DTA - DTA Maintenance Tool classes:
  - (a) Groups
  - (b) Organizations
  - (c) Routing Lists
  - (d) People
- (4) DTA - Reports
- (5) Programs & Policies - Travel Card Program (Travel Card 101)



CHAPTER 8  
DTS

1. General Description. DTS is a web-based end-to-end paperless electronic temporary duty travel system that allows the member to request, construct, and liquidate travel online. DTS provides the user with multiple choices for travel arrangements including transportation, hotel rooms, and rental cars. In addition, a DTS traveler can complete the post-travel voucher online and arrange GTCC reimbursement. The DoD has mandated the use of DTS for all travel. NROWS orders will be imported into DTS and the traveler will receive notification via e-mail to make commercial air, rental car, and lodging reservations in DTS.

a. Traveler Ability

- (1) Accept NROWS import and update DTS travel online.
- (2) Include travel preferences in a personal profile.
- (3) Modify authorization and digitally sign actual trip information.
- (4) Review the status of a trip record at any time.
- (5) Use actual trip information to prepare a voucher.
- (6) Electronically attach receipts/substantiating documents to the trip record.
- (7) Digitally sign and electronically route for approval.
- (8) Create and digitally sign a supplemental voucher for travel that has previously been liquidated.
- (9) Receive travel reimbursements in a timely manner.

b. Command Ability

- (1) Receive electronic trip records to improve the approving process.
  - (2) Verify compliance with travel policy.
  - (3) Increase productivity and record keeping capabilities.
2. DTS Requirements. Private Key Infrastructure (PKI) is required in DTS to digitally sign and approve electronic travel documents. DBSign is a DoD enterprise licensed product on all Navy

and Marine Corps Internet (NMCI) computers or can be downloaded from the DTS Web site by non-NMCI users. The Navy's tools for PKI are:

a. Common Access Card. For NMCI users, the CAC will be the tool used to digitally sign documents. The traveler is responsible for ensuring that they obtain a CAC in order to access DTS.

b. Common Access Card Reader. The traveler is responsible for ensuring that they obtain a CAC reader from their NRA in order to access DTS on non-NMCI computers.

3. DTS Roles and Responsibilities. A DTS user's role determines their responsibilities, permissions, and access to DTS. The section below describes the roles and responsibilities within DTS, and the permissions and access required for each role. Since individuals can perform multiple roles within DTS, commands must ensure DTS roles, permissions, and access are in compliance with reference (l) and appendix N. Further instructions regarding SoDs within DTS can be found in references (p) and (l), and the NAVSUP CCPMD Web site, [https://my.navsup.navy.mil/webcenter/portal/ccpmd?\\_afLoop=19440535348550370&\\_adf.ctrl-state=94cizvvg0\\_106#!%40%40%3F\\_afLoop%3D19440535348550370%26\\_adf.ctrl-state%3D94cizvvg0\\_110](https://my.navsup.navy.mil/webcenter/portal/ccpmd?_afLoop=19440535348550370&_adf.ctrl-state=94cizvvg0_106#!%40%40%3F_afLoop%3D19440535348550370%26_adf.ctrl-state%3D94cizvvg0_110).

Note: The NAVSUP CCPMD Web site requires all members to register an account. To find reference (l), click on the DTS tab, then the policies tab.

a. Lead Defense Travel Administrator (Echelon 2 Only)

(1) Permissions. 0, 1, 2, 3, 4, 5, 6.

(2) Access. Organization access for the echelon 2, group access for the echelon 2, read only access administrator at the MAJCOM level and management information systems reports.

(3) Profile Indicator(s). Manually entered transaction, NDEA (T-entered), DMM, and self-AO approval.

(4) Appointment Requirement. DD Form 577.

(5) Document Retention. DD Form 577 is required to be retained for 10 years from termination for audit purposes per paragraph 206.

Note: Serves as the MAJCOM point of contact to NAVSUP Navy DTS Project Management Office. The LDTA shall not be part of any routing list and will not create, edit, or adjust any traveler's documents.

b. Organization Defense Travel Administrator

(1) Permissions

(a) An echelon 3 or echelon 4 ODTA will be the primary ODTA for all DTS organizations that fall under their hierarchy and shall have DTS permission levels 0, 1, 2, 3, 4, 5, 6.

(b) An echelon 5 ODTA for the Active or Reserve DTS organization shall have DTS permission levels 0, 1, 2, 5.

(2) Access. Organization access for the organization, group access, and read only access administrator/user.

(3) Profile Indicator(s). Manually entered transaction, NDEA (T-entered), DMM, and self-AO approval.

(4) Appointment Requirement. DD Form 577.

(5) Document Retention. DD Form 577 is required to be retained for 10 years from termination for audit purposes per paragraph 206.

Note: ODTA will have all profile indicators selected only for the purposes of granting it to other DTS users as required. The ODTA shall not be part of any routing list and will not create, edit, or adjust any traveler's documents.

c. Financial Defense Travel Administrator

(1) Permissions. 0, 1, 3, 5, 6.

(2) Access. Organization access and read only access for the top level organization of the FDTA's area of responsibility.

(3) Profile Indicator(s). Manually entered transaction.

(4) Appointment Requirement. DD Form 577.

(5) Document Retention. DD Form 577 is required to be retained for 10 years from termination for audit purposes per paragraph 206.

Note: FDTAs shall never be part of any routing list and will not create, edit, or adjust any traveler's documents. In addition to finance and accounting functions, the FDTA may have additional DTA responsibilities.

d. Budget Defense Travel Administrator

(1) Permissions. 0, 1, 3.

(2) Access. Organization access and read only access for the top-level organization of the budget defense travel's area of responsibility.

(3) Profile Indicator(s). Manually entered transaction.

(4) Appointment Requirement. DD Form 577.

(5) Document Retention. DD Form 577 must be retained for 10 years from termination for audit purposes in accordance with paragraph 206.

Note: Budget Defense Travel Administrators shall never be part of any routing list and will not create, edit, or adjust any traveler's documents.

e. Debt Management Monitor

(1) Permission. 0, 6.

(2) Access. Organization access, read only access for the top-level organization of the area of responsibility.

(3) Profile Indicator(s). DMM.

(4) Appointment Requirement. DD Form 577.

(5) Document Retention. DD Form 577 must be retained for 10 years from termination for audit purposes per paragraph 206.

Note: Debt management is a requirement of the DoD FMR; one or multiple FDTAs within a MAJCOM may perform the DMM role in DTS.

f. Reviewing Official

(1) Permissions. 0, 2.

(2) Access. Read only access for the top-level organization of the reviewing official's (RO) area of responsibility and should never have group access.

(3) Profile Indicators. None.

Note: RO is an optional DTS role and does not require a DD Form 577. ROs will not be granted group access to travelers' documents. ROs will only have access to view and adjust documents through the "route and review process/documents awaiting your approval" link and will only apply the "reviewed" or "returned" stamps.

g. Authorizing Official

(1) Permissions. 0, 1, 2.

(2) Access. Organization access and read only access for the top-level organization of the AO's area of responsibility and should never have group access.

(3) Appointment Requirement. DD Form 577.

(4) Profile Indicator(s). None.

(5) Document Retention. DD Form 577 must be retained for 10 years from termination for audit purposes per paragraph 206.

Note: Within 2 weeks of appointment and before approving any documents, a COL Public Law 104-106 training course must be completed. A printed certificate of the course completion needs to be provided to the NRA CO. Training can be completed via TRAX, <https://www.defensetravel.dod.mil/Passport>. The AO for DTS must be appointed in writing using the DD Form 577. When this appointment expires, the DD Form 577 is updated to terminate the appointment and access to DTS, and the route and review module are reduced to the lowest level required to perform any remaining duties.

h. Non-DTS Entry Agent

(1) Permissions. 0, 5.

(2) Access. Group access for the top level group in the NDEA area of responsibility and should never have organization access.

(3) Profile Indicator(s). NDEA "T-entered".

(4) Appointment Requirement. DOA letter signed by the NRA CO (see appendix J).

(5) Document Retention. DOA is must be retained for 10 years from termination for audit purposes per paragraph 206.

Note: A NDEA may be a military member, DoD employee, or a contractor responsible for entering claims for reimbursement in DTS for travelers that do not have reasonable access to DTS. The NDEA shall not be part of any routing list.

i. Traveler

- (1) Permissions. 0.
- (2) Access. None.
- (3) Profile Indicator(s). None.
- (4) Appointment Requirement. None.

Note: Reserve profile (SSN + “R”) shall not be detached from the DTS organization. When a Reserve member transfers to another NRA, they are required to update NSIPS, which will update NROWS with the new NRA. After NROWS reflects the updated NRA and the traveler submits orders through NROWS, the new DTS organization will populate in DTS.

4. First Time DTS User Responsibility. All first time DTS users must login to DTS and, when prompted, enter a nine digit social security number and select the Reserve checkbox. If the individual does not have a personal profile loaded in the system, the individual will be prompted to self-register. Commands are directed to include DTS registration and/or DTS profile validation on the local check-in/indoc procedures. Care shall be taken not to confuse the member’s Active Duty profile with their Navy Reserve profile.

a. Self-Registration. The initial requirement of self-registration is to find the geographic location and command that the traveler will affiliate with. Once location and command are selected, the traveler will be prompted to complete registration. Prior to making the first travel request in DTS, the traveler should update profiles with personal preferences for official business travel and verify that all data is correct. At a minimum travelers should verify that the following information has been loaded and is correct:

- (1) Home address, work address, and phone numbers. Addresses must be physical addresses. P.O. Box/FPO/APO addresses are not allowed.
- (2) Emergency point of contact
- (3) Bank account number and bank routing number
- (4) GTCC number and expiration date, if applicable
- (5) Frequently accessed e-mail address (for DTS notifications)

b. GTCC. The traveler must ensure their GTCC is activated 10 days prior to travel by contacting their NRA APC.

c. Cross-Assigned Out. Cross-assigned out SELRES should self-register for DTS under their permanent unit (TRUIC), not the unit to which they are cross-assigned.

5. Import/Export Rejects. When NROWS imports travel files into DTS, there are certain conditions that may cause an import/export (I/E) reject, which will in turn cause the entire DTS transaction to fail. A rejected NROWS import into DTS must be corrected or the traveler will not be able to access their trip in DTS to make reservations, sign the DTS authorization, or receive reimbursement for travel on the DTS voucher. Some I/E rejects are due to program incompatibility, while most are caused by human error.

6. DTS Travel Authorization. After fund approval, NROWS sends an XML file with travel data to DTS. DTS imports the data to complete certain parts of the authorization and e-mails the traveler a notification titled "Authority to Travel," indicating that the imported authorization is awaiting completion in DTS. The member is responsible for amending the initial authorization sent from NROWS to DTS. All order modifications shall be initiated through NROWS. Members shall not initiate a travel voucher prior to ending their orders or completing required modifications through NROWS. Once a voucher is started in DTS, even if subsequently deleted, NROWS will no longer be able to import into DTS. All travelers are liable for any false or fraudulent written or oral statements under the False Claims Act (18 U.S.C. § 287, 18 U.S.C. § 1001, and 31 U.S.C. § 3729).

Note: The ODTA must run the DTS departure report on Mondays and Thursdays at a minimum to verify the status of each authorization for upcoming trips. Authorizations must be approved for TMC to purchase the transportation tickets.

a. Air Transportation. All flight reservation requests must match NROWS orders. Travelers on official orders are required to use the contract carrier (GSA City Pair); unless a specific exception is provided by COMNAVRESFORCOM (N33). Choosing not to use the contract carrier because of personal preference, frequent flyer clubs, etc., is a violation of the contract and reference (b).

Note: Foreign carriers may require ticketing within 48 hours of booking reservation (e.g. South Korea and Bermuda). When this happens, it is the traveler's/NRA's responsibility to ensure the GTCC is activated so the traveler does not lose the reservation.

b. Bus Travel. Travelers shall make bus travel requests through DTS using TMC assistance in the reservation module. Because DTS does not have direct connectivity to the various bus

lines, TMC assistance with booking must be requested. After TMC has booked the travel, Travelers should confirm that reservations were made as requested.

Note: Individually Billed Account (IBA) required for bus travel.

c. Rail Travel. Travelers shall make rail travel requests through DTS using TMC assistance in the TMC reservation module. When requesting rail travel, users must be aware that current rail schedules are not available in DTS. Instead, what is returned in the search results is a static list of CONUS AMTRAK train schedules. The user should ensure that all applicable remarks for rail travel are filled in the comments field prior to submitting the request. After the TMC has booked travel, the traveler should confirm that reservations were made as requested. Because AMTRAK issues tickets, the traveler is responsible for making arrangements with the TMC for delivery of tickets. Foreign rail tickets cannot be reserved using the DTS and are often not available through TMC.

Note: IBA is required for rail travel.

## 7. Lodging/Messing

a. Government Quarters. All government lodging must be arranged through DTS. Specific policy for lodging can be found in reference (b).

### b. Government Messing

(1) Available. A government mess must be used to the maximum extent practical by travelers quartered on U.S. installations. A government dining facility/mess is available only if government quarters on a U.S. installation are available and the command controlling the dining facility/mess has made the dining facility/mess available to the traveler. The CO of the installation who is responsible for the government dining facility/mess shall make the messing determination.

(2) Messing Not Available. A government dining facility/mess is considered not available:

(a) When government lodging on a U.S. installation is not available to a traveler while on official travel.

(b) On travel days

(c) When an AO (for DTS) determines:

1. The use of the dining facility/mess adversely affects mission performance.



2. There is excessive distance between the dining facility/mess and places of duty and/or lodging.

3. Transportation is not reasonably available between the dining facility/mess and places of duty and or lodging.

4. Duty hours and dining facility/mess operating hours are not compatible.

(3) Government Meal Rate and Proportional Meal Rate Documentation. An authorization/travel order must direct the government meal rate or proportional meal rate. If one of these rates is directed, but the government mess is not available, the member must be reimbursed at one of the following rates:

(a) The locality meals and incidentals expenses rate if all three meals were not available.

(b) The proportional meal rate if one or two meals were not available.

Note: The traveler shall provide a letter from the installation or the supported command and upload as a substantiating document, to justify payment for other than the GMR. An authorization/order modification can serve to document a meal rate change prior to travel.

c. Commercial Lodging. DTS provides users with the ability to search for commercial lodging using different search criteria: TDY location, hotel name, proximity to an airport, proximity to a city, or proximity to a zip code. DTS returns hotels under different rate categories; “DoD Preferred Commercial Lodging,” “Alternate Options,” and “Available Options.” These hotel options may be sorted at traveler discretion by distance, rate range, or hotel name. Travelers should go to the “per diem” page under the “expenses” menu and update the lodging costs to the daily lodging rate. In accordance with reference (b), all TDY lodging arrangements must be booked through the contracted TMC if available. Exceptions are as follows:

(1) If travelers attends a conference that requires staying at a particular hotel or lodging facility, provide supporting documentation in the DTS authorization.

(2) If lodging is arranged by another service or organization, provide supporting documentation in the DTS authorization.

Note 1: Obtaining lodging in an area that falls under the ILPP is required in accordance with reference (b). ILPP locations can be found at:

<https://www.defensetravel.dod.mil/site/govLodging.cfm> and  
<https://www.defensetravel.dod.mil/site/lodgingRatesArchive.cfm>

Note 2: If cancelling reservations, travelers are responsible for confirming cancelled reservations directly with the hotel after cancelling the travel in DTS.

Note 3: If a traveler does not have an IBA or GTCC, the TMC will require a personal credit card to hold lodging reservations.

8. Rental Cars. Per reference (b), if a rental car is authorized in accordance with the imported NROWS orders, the DTS default for rental cars is set for a compact car.

a. Travler Requirements

(1) Select the least costly rental car at time of travel.

(2) Provide justification on the NROWS order if selecting a car size larger than compact and/or not selecting the lowest priced rental car.

(3) The RO/AO for DTS must ensure travelers provides adequate justification for any rental car upgrades from a compact.

(4) Travelers may receive a message that government rates are not available. In this case, the traveler should request a rental car though TMC assistance. Travelers should also request a rental car on the premises of the airport if this is a requirement.

Note: Currently, only rental cars at airport locations are listed in DTS. If a traveler requires a rental car at an off-airport location, the traveler should request such a reservation in the TMC assistance comments section, ensuring to annotate the specific location and time they would like to reserve the rental car.

9. Short Term and Last Minute Travel. All reservations shall be made in DTS. If confirmation of ticketing is not received from the TMC in a reasonable time (normally 3 business days prior to travel), travelers shall contact their NRA for assistance.

Note: Only COMNAVRESFORCOM (N33) can authorize/grant permission to purchase an airline ticket at the counter or without an approved DTS authorization. When creating the authorization, travelers should not make reservations but must document actual costs before signing the document. Because travel has already occurred, transportation cost data must be entered in the “expenses > other expenses > ticketed expenses > airline ticket (IBA)” section on the authorization.

10. Changes to Travel Reservations

a. Prior to Ticketing. The TMC shall not make changes to a travelers selected reservation without authorization to do so from the traveler and/or AO (for DTS). Before ticketing, changes should be made using DTS.

b. After Ticketing of Travel. All changes (either personal or official business) must be made by modifying the NROWS application and/or DTS authorization.

c. Required Steps. Travelers are required to obtain approval from the AO (for DTS) before making any changes to the approved travel authorization. If changes are necessary after tickets are purchased by the TMC or while in an AT/ADT/IDTT status, travelers must contact the NRA for assistance.

d. Cost of Changes. Changes could result in the traveler or COMNAVRESFORCOM initially being charged by both airlines, with the credits not reflecting on the bill until the following billing cycle. Travelers are responsible for tracking these changes and maintaining confirmation numbers and receipts. Travelers will not be reimbursed for the cost of changes made for personal convenience.

11. Cancellation of Travel. The NROWS order must be cancelled prior to the DTS authorization being cancelled. Failure to follow this procedure will not de-obligate the funds and will not send the funds back into NROWS.

Note: Travelers should cancel directly with the lodging facility to ensure no-show charges are not applied to their account. Travelers should ensure that a cancellation number is received. Any no-show charges or non-refundable charges applied to the traveler's account are the sole responsibility of the traveler. Travelers are responsible for any costs associated with negligence in cancelling travel arrangements.

## 12. Unused Tickets

a. Notification. Travelers must notify the TMC of any unused or partially unused tickets as soon as possible. The TMC is able to process the credit rapidly if the unused ticket is reported prior to a flight departure.

b. CBA. If the form of payment for the unused ticket was the CBA, travelers must amend the DTS travel authorization and/or voucher, as this ensures the credit is applied to the CBA.

c. IBA. If the form of payment for the unused ticket was the IBA/GTCC, travelers need to ensure that the credit is made to the IBA/GTCC and the travel authorization and/or voucher are amended to document the unused/cancelled portion and the decreased reimbursement to the traveler.

13. Emergency or Enroute Travel Assistance. Travelers shall contact their NRA for after-hours or enroute assistance when making itinerary changes. Travelers are required to notify their unit of any travel changes that would incur additional travel costs. The NRA will follow procedures outlined in paragraph 508. Upon return, travelers must amend their NROWS orders as required prior to submitting the DTS voucher.

14. Travel Advances. Travel advances must be added to the DTS authorization prior to approval and shall be approved only as required to perform the mission. An advance allows travelers to obtain necessary funds before trip departure. Advances are limited to those travelers who do not have a GTCC. The DTS AO/NRA CO must approve the request in the authorization before electronic disbursement.

Note: Travelers shall not travel if the advance is not received three days prior to the start of the orders.

15. Scheduled Partial Payments. Must be added to the DTS authorization prior to approval and allows a traveler to be reimbursed periodically for travel expenses. This function is only available for trips lasting 45 days or more. When selected, a partial payment schedule is set up to pay the traveler every 30 days. If changes are made to an authorization during the ADT future SPPs are adjusted accordingly. Adjustments should not be made for previously paid periods.

16. Travel Claim/Voucher

a. Instructions. For detailed instructions on processing travel vouchers, refer to chapter 4 of reference (n).

b. Per reference (k), travelers are required to file their travel vouchers/claims within 5 working days from the return date of the travel. All reimbursements will default to a split electronic payment to the travel card vendor and the traveler's personal bank account if the traveler has an issued GTCC. The commercial transportation, rental car, and lodging expense reimbursements are forwarded to the government travel card vendor. Other expense reimbursements are forwarded to the traveler's personal bank account as indicated in the profile. The traveler is responsible for changing the payment criteria as deemed necessary. Any funds not forwarded directly to the travel card vendor are the responsibility of the traveler. Any major changes in cost to the initial authorization must be justified and documented in the comments section. Travelers who have not submitted a travel claim within 5 days from the date the duty ended shall not receive additional AT/ADT/IDTT orders until all outstanding travel claims are submitted.

Note: Tuition, course fees, conference fees, or registration fees cannot be paid through imported DTS vouchers (DTS Reserve profiles). These fees are considered training expenses and should be paid in DTS through a local voucher or with a government purchase card. Follow guidelines established by the echelon 4 comptroller's office.

c. The travelers will scan or fax all records for inclusion in the DTS substantiating records tab as follows:

(1) NROWS original order and all modifications endorsed as follows:

(a) AT/ADT. Manually endorsed by the gaining command or the NSIPS AT/ADT orders signature page from the member's self-service record in NSIPS.

(b) IDTT. Manually endorsed by the gaining command.

(2) Final SATO itinerary (e-ticket receipt that is e-mailed to the traveler by the TMC at ticketing)

(3) All finalized lodging receipts (itemized daily)

(4) Rental car receipt

(5) All original receipts for individual reimbursable expenses of \$75 or more. Receipts for expenses less than \$75 may be requested at AO (for DTS) discretion.

(6) Foreign currency conversion rate for each charge

(7) Travel from LOTH Constructed Travel Worksheet (if applicable)

d. Prepare itinerary amendments and all post-trip settlement voucher.

e. Provide justification to the AO (for DTS) in the comments field of the authorization, amendment, or voucher for variations from policy and/or any substantial cost variances between the authorized "should cost" estimate from the authorization, and the actual claimed amount in the voucher.

f. Electronically sign the completed travel voucher, which will then route to the AO (for DTS).

g. The RO, if used, and the AO (for DTS) must review the voucher for accuracy and make note of any added expenses. If the traveler has included additional costs on the voucher, the RO and the AO (for DTS) must ensure that proper justification is included on the voucher and that all additional charges are for mission essential business only. The RO and the AO (for DTS) must ensure that any unofficial costs are removed from the voucher. DTS authorizations and DTS vouchers shall be routed (reviewed, approved, or returned) within 5 working days of receipt by the DTS RO/AO.

(1) DTS RO. In order to maintain SOD, if stamping a DTS authorization or travel voucher as an RO, that individual will not apply other stamps to that document.

(2) DTS AO. In order to maintain SOD, if stamping a DTS authorization or voucher as an AO (for DTS), that individual will not apply other stamps to that document.

17. EFT and Split Disbursements. DTS automatically computes travel entitlements and initiates split disbursements via EFT to the traveler's bank account and IBA/GTCC account. It is the traveler's responsibility to ensure that their bank account and GTCC number are correct. The payment totals screen on the voucher breaks down the dollar value of each disbursement that is to be made when a travel voucher is approved.

18. For Further Assignment Orders. When NROWS orders are written to include FFA orders, the DTS voucher will be completed and updated to include all authorized/official stops made by the traveler. It is the responsibility of the NRA to ensure that claims submitted by all members who have FFA are accurate.

Note: DTS only allows up to 20 duty locations in 1 authorization. Members requiring more than 20 FFA stops will require multiple sets of orders.

19. DTS Reports. Listed below are the key DTS reports and the frequency with which they are required by Navy DTS-PMO and/or COMNAVRESFORCOM.

a. Unsubmitted Voucher Report

(1) Upon monthly receipt of the Navy DTS PMO provided unsubmitted voucher report from the CNRF LDTA, the echelon 4/5 will review and adhere to the following:

(a) Annotate the corrective actions taken by the echelon 4/5 to have travelers submit travel vouchers or have trips properly cancelled.

(b) Echelon 5 will forward to echelon 4 ODTA for compilation.

(c) Echelon 4 forwards completed report (digitally signed and dated) to the COMNAVRESFOR LDTA.

(2) The COMNAVRESFOR LDTA reviews and compiles all data received, then forwards to Navy DTS-PMO and files in HPE Records Manager.

b. Routing Status Report. The routing status report identifies the status of documents (authorizations/vouchers) that are in routing, the next stamp in each document's routing list, and

the number of days that have passed since the document was last stamped. This report shall be run on a monthly basis.

c. Depart Status Report. The depart status report shall be run twice weekly (Monday and Thursday) and provides information on trips that are due to begin (or began) within the selected date range.

d. Approved Status Report. The monthly approved status report provides information about documents that received any of the following status stamps within the selected date range: approved, processed, CTO amendment, auto approved, cancelled, and rejected.

e. People report. The monthly people report is created to review users, their DTS permissions in DTS, and to ensure that Active Duty/CIVPERS have been detached IAW reference (l), subparagraph 6a.

f. Routing List List. The monthly routing list list shows key information about the routing lists organizations own. The echelon 4/5 should ensure that DTS permissions match who is on the routing lists for Active Duty and RC travel.

\*Note: This report is officially called "Routing List List" by DoD.

20. Travel That Will Not Be Sent Through DTS. The following travel types will not be sent to DTS:

- a. No-cost or no per diem NROWS orders
- b. PCS
- c. IRR travel

APPENDIX A  
REFERENCES

- Ref:
- (a) DoD Joint Travel Regulations
  - (b) BUPERSINST 1001.39F
  - (c) COMNAVRESFORNOTE 1001
  - (d) SECNAVINST 1001.32C
  - (e) DoD Instruction 1215.06
  - (f) DoD 7000.14 - R Volume 7A, Financial Management Regulation: Military Pay Policy - Active Duty and Reserve Pay
  - (g) Foreign Clearance Guide
  - (h) OPNAVINST 1001.27
  - (i) DoD Instruction 1205.12
  - (j) SECNAV Memo Reemployment Protections for Navy and Marine Corps Military Personnel dated 11 December 2018
  - (k) DoD 7000.14 - R Volume 9, Financial Management Regulation: Travel Policy
  - (l) NAVSUPINST 4650.8
  - (m) Defense Travel System Regulations: Authorized by DoDI 5154.31, Volumes 1-3
  - (n) DTS Guides 1 -5 (<https://www.defensetravel.dod.mil/site/trainingRef.cfm>)
  - (o) Defense Travel Administrator's Manual of 01 March 2018
  - (p) The Navy Defense Travel System Business Rules Version 3.2, October 2018



APPENDIX B  
SYSTEM AUTHORIZATION ACCESS REQUEST NAVY(SAAR-N) FORM MATRIX

SAAR-N (NROWS FUNCTIONALS)	NROWS Role is Authorized for	Employee Digital Signature (Block 24)	Justification for access and role assigned (Block 11)	Supervisors Digital Signature (Block 16)	Information Owner Digital Signature (Block 17)	Information Assurance Manager (IAM) Digital Signature (Block 18)	Command Security Manager Digital Signature (Block 29)	Retain Approved Original in HPE-Manager	Electronically Forward Final Approved SAAR-N Form to:	Assigns Role in NROWS
Super System Administrator (SSA)	CNRFC only	Required	Super System Administrator	CNRFC N33 LCPO or CNRFC N82	CNRFC N33 Director/N33 Deputy	CNRFC N64	CNRFC Security Manager	CNRFC N33	CNRFC N33	NIWC/TSO Script
System Administrator (SA)	CNRFC only	Required	System Administrator	CNRFC N33 LCPO or CNRFC N82	CNRFC N33 Director/N33 Deputy	CNRFC N64	CNRFC Security Manager	CNRFC N33	CNRFC N33	CNRFC N33 or CNRFC N82
Helpdesk	CNRFC only	Required	Helpdesk	CNRFC N33 LCPO or CNRFC N82	CNRFC N33 Director/N33 Deputy	CNRFC N64	CNRFC Security Manager	CNRFC N33	CNRFC N33	CNRFC N33 or CNRFC N82
Region Helpdesk	RCC N3/N7 only	Required	Region Helpdesk	RCC N3/N7 (E7 and above)	RCC Commanding Officer	RCC IAM	RCC Security Manager	CNRFC N33	CNRFC N33	CNRFC N33
Budget Analyst	RCC N8/N3/N7 and OSO	Required	Budget Analyst	Fund Manager	CNRFC N33 Director/N33 Deputy	Command IAM	Security Manager	Fund Manager	CNRFC N33	Fund Manager
HQ Travel Suite	CNRFC N33 only	Required	HQ Travel Travel Verification HQ Waivers Helpdesk DTS Admin	CNRFC N33 LCPO	CNRFC N33 Director/N33 Deputy Director	CNRFC N64	CNRFC Security Manager	CNRFC N33	CNRFC N33	CNRFC N33
HQ Waivers	CNRFC N31/N7 only	Required	HQ Waivers	CNRFC N33 LCPO or CNRFC N7 LCPO	CNRFC N33 Director/N33 Deputy	CNRFC N64	CNRFC Security Manager	CNRFC N33	CNRFC N33	CNRFC N33
Mission/Event Planner										
	Operational Support Officers	Required	Mission/Event Planner	Commanding Officer	OSO Pillar Lead	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31
	Echelon 3, 4 and 5 commands	Required	Mission/Event Planner	Command N3/N7 (E7 and above)	Commanding Officer	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31
Requirement Owner										
	Operational Support Officers	Required	Requirement Owner	Commanding Officer	OSO Pillar Lead	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31
	Echelon 3, 4 and 5 commands	Required	Requirement Owner	Command N3/N7 (E7 and above)	Commanding Officer	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31
Resource Owner										
	Operational Support Officers	Required	Resource Owner	Commanding Officer	OSO Pillar Lead	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31
	Echelon 3, 4 and 5 commands	Required	Resource Owner	Command N3/N7 (E7 and above)	Commanding Officer	Command IAM	Command Security Manager		CNRFC N31	CNRFC N31

APPENDIX C  
DD FORM 577 APPOINTMENT/TERMINATION RECORD MATRIX

DD FORM 577 APPOINTMENT/ TERMINATION RECORD - AUTHORIZED SIGNATURE	Command	ASSIGNMENT			TERMINATION		Retain Approved Original in TRIM	Electronically Forward Final Approved DD FPORM 577 to:	Assigns Role in NROWS
		Appointing Authority Digital Signature (Block 13)	Justification for access and role assigned (Block 7)	Appointee Digital signature (Block 16a)	Appointee Digital signature (Block 18)	Appointing Authority Digital Signature (Block 21)			
Fund Approver (FA)									
	Operational Support Officers	CNRFC N3	Required prefilled justification from CNRFC N31	Required	Required	CNRFC N3	with OSO	CNRFC N31	CNRFC N31
	Echelon 3, 4 and 5 commands	Commanding Officer	Required prefilled justification from CNRFC N31	Required	Required	Commanding Officer	Echelon 3, 4 or 5	CNRFC N31	Fund Manager
Fund Manager (FM)									
	Operational Support Officers	CNRFC N3	Required prefilled justification from CNRFC N31	Required	Required	CNRFC N3	with OSO	CNRFC N31	CNRFC N31
	Echelon 3, 4 and 5 commands	Commanding Officer	Required prefilled justification from CNRFC N31	Required	Required	Commanding Officer	Echelon 3, 4 or 5	CNRFC N31	CNRFC N82

APPENDIX D  
NROWS USER ROLE MONTHLY REVIEW COMPLIANCE REPORT

Date

MEMORANDUM FOR THE RECORD

Subj: (NAVY RESERVE ACTIVITY) NROWS USER ROLE MONTHLY REVIEW COMPLIANCE REPORT FOR MONTH YYYY

Ref: (a) COMNAVRESFORCOM 4650.1 series

Encl: (1) MONTH YYYY NROWS User Role Report

1. Per reference (a), the monthly review of all NROWS user roles (enclosure (1)) for my command was completed on (DD MONTH YYYY). The following information is provided:

- a. Number of accounts reviewed: \_\_\_\_\_.
- b. Number of NROWS users who transferred and continued to have NROWS user roles: \_\_\_\_\_.
- c. Number and names of NROWS user roles deleted: \_\_\_\_\_.

Last Name	First Name

d. Number and names of NROWS user roles that did not have designation of authority (DOA) (i.e., SAAR-N, DD Form 577, or DOA letter) and were deleted: \_\_\_\_\_.

Last Name	First Name	User Role Deleted

Signature

APPENDIX E  
ECHELON 5 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE REPORT

Letter Head

4650  
Ser  
Date

From: Commanding Officer, (echelon 5)  
To: Commander, (echelon 4)

Subj: ECHELON 5 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE  
REPORT FOR (FISCAL YEAR YYYY)

Ref: (a) COMNAVRESFORINST 4650.1 series

1. Per reference (a), I have reviewed the NROWS monthly user report folders and all monthly reports and enclosures have been uploaded as required.
2. The following actions have been completed and verified:
  - a. All written designations for access to NROWS (SAAR-N, DD Form 577 or DOA letter) have been compared with the current NROWS user roles report. Any accesses that were not substantiated by written designation were removed from the system.
  - b. There are no NROWS user profiles and/or roles assigned to personnel who are no longer attached to the command or require access.
3. The following discrepancies were noted and corrected:

Signature

APPENDIX F  
ECHELON 4 NROWS USER ROLE ANNUAL REVIEW COMPLIANCE REPORT

Letter Head

4650  
Ser  
Date

From: Commander Officer, (echelon 4)

To: Commander, Navy Reserve Forces Command (N33)

Subj: ECHELON 4 NAVY RESERVE ORDER WRITING SYSTEM USER ROLE ANNUAL  
REVIEW COMPLIANCE REPORT FOR FISCAL YEAR YY

Ref: (a) COMNAVRESFORINST 4650.1 series

1. Per reference (a), I have received the echelon 5 Navy Reserve Orders Writing System (NROWS) user role annual review compliance reports from my echelon 4/5 commands and all NROWS user roles for my command are verified to be current and accurate.

2. All commands have taken the following action:

a. All written designations for access to NROWS (SAAR-N, DD Form 577 or DOA letter) have been compared with the current NROWS user roles report for each command. Any accesses that were not substantiated by written designation were removed from the system.

b. There are no NROWS user profiles and or roles assigned to personnel who are no longer attached to the echelon 4 or 5 commands or require access.

3. The following discrepancies are noted and corrected:


Signature

APPENDIX G  
NROWS USER ROLES

NROWS Roles	# of Reservists per NRA (Recommended # of personnel allowed roles)			
	0-500	501-1000	1001-1500	1501+
OWA	4 (max)	4 (max)	4 (max)	4 (max)
OS	2	2 - 3	3 - 4	3 - 4
FA	2	2 - 3	3 - 4	3 - 4
Security	2	2	2	2
Hard Holds	2	2	2	2
UA/UR	2	2	2	2

APPENDIX H  
Location Other than Home Constructed Travel Worksheet

FOR OFFICIAL USE ONLY-PRIVACY ACT SENSITIVE-Any misuse or unauthorized disclosure can result in both civil and criminal penalties

 <b>NAVY RESERVE FORCE COMMAND TRAVEL FROM LOCATIONS OTHER THAN HOME (LOTH) CONSTRUCTIVE TRAVEL WORKSHEET (CTW)</b>		
SECTION I - TRAVELER INFORMATION		
Last Name	First Name	Command (NOSC/Squadron)
Travel Start Date (YYYYMMDD)	Travel End Date (YYYYMMDD)	Duty Location
SECTION II - LOCATION INFORMATION		
1. For AT/ADT you will use the Permanent Residence Address and LOTH Address. 2. For IDTT you will use the NRA Address and either the Permanent Residence Address or LOTH Address.		
STARTING LOCATION		
Permanent Residence Address	Cost of Travel	How was the cost determined?*
LOTH Address	Cost of Travel	How was the cost determined?*
NRA Address (IDTT Only)	Cost of Travel	How was the cost determined?*
ENDING LOCATION		
Permanent Residence Address	Cost of Travel	How was the cost determined?*
LOTH Address	Cost of Travel	How was the cost determined?*
NRA Address (IDTT Only)	Cost of Travel	How was the cost determined?*
SECTION III - TRAVELER ACKNOWLEDGEMENT		
Date (YYYYMMDD)	Signature	

\*Allowed Cost determination methods are as follows (no deviation is authorized):  
 1. SATO Itinerary  
 2. Phone call to SATO requesting Government cost of ticket (Include name and Phone Number)  
 3. GSA City Pair Flights (<https://cpsearch.fas.gsa.gov>)

APPENDIX I  
NROWS CONTINGENCY ORDERS TRACKING SOFTWARE (COTS) SOP

1. Purpose. To set forth guidance and responsibilities for issuing memorandum orders for mission critical events due to catastrophic failure and/or extended unavailability of NROWS.

2. Action. OSOs and OPSOs will limit order writing to mission critical orders only. Without NROWS, memorandum orders will be initiated by the supported command for review by the NRA or squadron and approval by COMNAVRESFORCOM (N33).

3. Process for Requesting New Orders

a. Supported command (OSO/OPSO/Reserve unit action). The supported command contacts COMNAVRESFORCOM (N31) for location of/download of the OSO memorandum order request application (OSO-NROWS-COTS.accdb) from the N3 SharePoint Web site.

b. The supported command determines that the event is mission critical.

c. The supported command fills out and approves the order request using the OSO-NROWS-COTS.accdb application. The OSO NROWS COTS user guide (located on COMNAVRESFORCOM (N3) SharePoint) details the step-by-step process for filling out, approving, and submitting the order request.

d. The OSO/OPSO or their designated representative submits the memorandum order request file to the supporting NRA.

4. NRA Action

a. The NRA downloads the NRA memorandum order software from the N3 SharePoint Web site,. The NRA NROWS COTS user guide details the step-by-step process for reviewing, approving, and submitting the order request.

b. The NRA reviews the OSO memorandum order request. The NRA designated FA will validate.

c. Verify the traveling service member's primary residence, city, state, and zip code matches the city, state, and zip code listed under the service members profile on the order request.

(1) Ensure there are no mandatory hard holds as listed in subparagraph 203g that would prohibit the member from executing the order. All hard holds shall be adjudicated prior to routing the order.



(2) The NRA approves the memorandum order and submits via e-mail to one of three COMNAVRESFORCOM codes, depending on the type of orders:

(a) ADT Reimbursable Funded Orders. COMNAVRESFORCOM (N2) at CNRFC\_N2\_INTEL@navy.mil.

(b) ADT Schools Funded Orders. COMNAVRESFORCOM (N7) at CNRF\_N7\_ADT\_UD@navy.mil.

(c) All other orders. COMNAVRESFORCOM (N31) at CNRFC\_N31@navy.mil.

5. COMNAVRESFORCOM Action. The headquarters NROWS COTS user guide details the step-by-step process for reviewing, filling out, and generating the order.

- a. COMNAVRESFORCOM (N2, N7, and N31) will review memorandum order requests.
- b. Enter traveling member's SSN and street address to the traveler's profile.
- c. For all school orders, validate that the member has met all prerequisites and has a quota for the school.
- d. Generate applicable lines of accounting.
- e. Generate the memorandum order.
- f. Post the memorandum order to the COMNAVRESFORCOM (N3) folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.
- g. COMNAVRESFORCOM (N33) will process memorandum orders on a rolling 30 day prior to start date for all non PCS orders.

(1) Build a DTS shell for the traveler to complete.

(2) Upload a copy of the memorandum order in the substantiating documents section of the DTS authorization.

(3) E-mail the traveler and NRA informing the traveler that the traveler has action to take in DTS.

(4) Move memorandum order to completed folder on N3 folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

h. For All PCS Orders

- (1) Process memorandum orders on a rolling 30 day prior to start date.
- (2) Contact NAVPTO Pensacola to arrange travel.
- (3) Send the traveler traveler their memorandum order via encrypted e-mail (“.mil”/”.gov” addresses only).
- (4) Move memorandum order to completed folder on N3 folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.
  - i. COMNAVRESFOR (N8) will provide status of funds report to each EXCOM pillar OSO on a recurring basis.

#### 4. Traveler Action

- a. Complete DTS authorization if applicable.
- b. Obtain a hard copy of the memorandum order from DTS.
- c. Submit DTS travel voucher for all travel, except PCS orders, in which case submit a legacy travel claim.

#### 5. Process for Requesting Order Modification

a. Supported Command (OSO/OPSO/Reserve Unit Action). The supported command OSO/OPSO or their designated representative notifies NRA of order modification.

##### b. NRA Action

- (1) The NRA generates the modification memorandum order on the following page.
- (2) The NRA e-mails the modification memorandum order to N31 at CNRFC\_N31@navy.mil.

##### c. COMNAVRESFORCOM Action

- (1) COMNAVRESFORCOM (N2, N7, and N31) will review memorandum order modification requests.
- (2) Enter traveling member’s SSN and street address to the traveler’s profile.
- (3) For all school orders, validate that the member has met all prerequisites and has a quota for the school.

(4) Generate applicable lines of accounting.

(5) Generate the memorandum order modification.

(6) Post the memorandum order modification to the COMNAVRESFORCOM (N3) folder at S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

(7) COMNAVRESFORCOM (N33) will upload a copy of the memorandum order modification in the substantiating documents section of the DTS authorization or encrypt e-mail the traveler their PCS modification memorandum order.

(8) COMNAVRESFORCOM (N33) will contact NAVPTO Pensacola to adjust travel for PCS orders.

(9) Upload memorandum order modification to completed folder in N3 folder, S:\NFLT\COMNAVRESFORCOM\N3\NROWS COTS orders.

d. Traveler Action. Obtain a hard copy of the memorandum order from DTS or e-mail, if PCS orders. Submit DTS travel voucher for all travel except PCS orders, in which case submit a legacy travel claim.

Note: For situations not covered above, contact COMNAVRESFORCOM (N31/N33) for guidance.

7. No travel for Reservists will commence without completion of the above steps. Catastrophic failure or extended unavailability of NROWS is not a reason to issue confirmation orders.

Sample Memorandum Order Modification Format (on Command Letter Head)

From: Commander, Navy Reserve Force

To: (Rank/rate, name, social security number, and permanent mailing address to be entered by COMNAVRESFORCOM (N31) only)

Subj: MEMORANDUM ORDER MODIFICATION FOR ANNUAL TRAINING AND ACTIVE DUTY TRAINING

Ref: (a) COMNAVRESFOR Standard Document Number

1. Per reference (a), this order has been modified as follows:

(State reason for modification).

2. Travelers current e-mail address: \_\_\_\_\_.

3. All other provisions of original orders remain the same. This modification becomes a part of your original orders.

Signature  
(No digital signature)  
(NAME)  
(Deputy CNRF)

APPENDIX J  
DTS NDEA DOA LETTER FORMAT

Note: The designation letter is a two-part process. First, the designation letter on letterhead is created, and then the designated NDEA signs the acknowledgement of responsibilities (see page J-2).

Letter Head

4650  
N3

From: Commanding Officer, (echelon 4/5)  
To: PS1 JANE SAILOR, USN

Subj: DESIGNATION AS DEFENSE TRAVEL SYSTEM NON-DEFENSE  
TRAVEL SYSTEM ENTRY AGENT

Ref: (a) NAVSUPINST 4650.8  
(b) NAVY DTS Business Rules – v3.0 March 2016  
(c) DoDI 5154.31, Vol. 3  
(d) COMNAVRESFORINST 4650.1 (Series)  
(e) Joint Travel Regulations

Encl: (1) Acknowledgement of Responsibilities

1. Per references (a) and (b), you are hereby designated as the Defense Travel System Non-Defense Travel System Entry Agent (NDEA) for (INSERT COMMAND NAME HERE).
2. As an NDEA, you have been designated by the command authority to create (input) and digitally sign authorizations and vouchers in DTS in lieu of the actual traveler.
3. You will familiarize yourself thoroughly with references (a) through (e) as it provides valuable information regarding your duties and responsibilities.
4. This designation shall remain in effect until you transfer from this command or are properly relieved of your duties.

Signature

Copy to:  
Service Member

COMNAVRESFORINST 4650.1B  
1 May 2020

Note: Letterhead is not required for this document.

4650  
N3  
Date

From: PS1 JANE SAILOR, USN  
To: Commanding Officer, (echelon 4/5)

Subj: ACKNOWLEDGEMENT OF RESPONSIBILITIES

1. By my signature hereon, I acknowledge my appointment as a Non DTS Entry Agent (NDEA). I have read and understand my responsibilities and pecuniary liabilities as described in Volume 5, Chapter 33 and Volume 9, Chapter 2, of the DoD Financial Management Regulation. I understand that I have the right to request relief of liability for any certification I supported that is determined to be an illegal, improper, or incorrect payment. I further understand that this appointment will remain in effect until I am transferred, separated for any reason, or retire from service.

2. Member's point of contact information.

SIGNATURE

APPENDIX K  
APPOINTMENT OF NROWS ROLES

	SAAR-N (Note 1)	DD FORM 577	DOA Letter
APC Lock			X
Assistant Order Writing Activity (AOWA)			X
Budget Analystist (BA)	X		
HQ Travel Suite	X		
Fund Approver (FA)		X	
Fund Manager (FM)		X	
Hard Holds			X
Helpdesk *	X		
Mission/Event (M/E) Planner	X		
Order Specialist (OS)			X
Order Writing Activity (OWA)			X
Region Helpdesk	X		
Requirement Owner	X		
Resource Owner	X		
Security			X
Super System Administrator (SSA) *	X		
System Administrator (SA) *	X		
Unit Approver			X
Unit Reviewer			X
Travel Specialist *	X		
Travel *	X		
HQ Waivers *	X		
DTS Administrator *	X		
School Quotas *	X		

Note 1: One SAAR-N (highest role) is required for COMNAVRESFORCOM NROWS roles, marked with “\*.”

Note 2: All required appointment documentation must be uploaded to HPE RM in accordance with paragraph 206.

Note 3: See appendices (b) and (c) for SAAR-N and DD Form 577 signature requirements.

APPENDIX L  
GUIDANCE FOR TICKET REIMBURSEMENT FORMAT (NON-DTS TRAVEL)

Letter Head

4650  
Ser  
Date

From: Commanding Officer, (echelon 5)  
To: Commander, Navy Reserve Forces Command (N33)  
Via: Commander, (echelon 4)

Subj: REQUEST AIRLINE TICKET AND RENTAL CAR REIMBURSEMENT FOR  
PERSONALLY PROCURED TICKET AND RENTAL CAR IN CASE OF (MEMBER'S NAME)

Ref: (a) Joint Travel Regulations  
(b) COMNAVRESFORINST 4650.1 (series)

Encl: (1) Copy of endorsed NROWS orders  
(2) Copy of personally procured airline ticket and/or personally procured rental car receipt

1. The member has been counseled in accordance with reference (a).
2. I am requesting a letter for reimbursement from Navy Passenger Transportation Office to submit with the traveler's travel voucher.
3. The following information provided:
  - a. Rank:
  - b. First Name:
  - c. Last Name:
  - d. NROWS Tracking Number:
  - e. Date of Travel:
4. Point of contact information, including phone number, fax number, and e-mail address.

Signature

Copy to:  
Member



1 May 2020

APPENDIX M  
SAMPLE CONFIRMATION ORDER LETTER FORMAT

Command Letter Head

From: Commander Officer, (NRA or gaining command)  
To: Commander, Navy Reserve Forces Command (N33)  
Via: Commander, (echelon 4, if originator is echelon 5 or junior)  
  
Subj: CONFIRMATION ORDER (NROWS TRACKING NUMBER)  
  
Ref: COMNAVRESFORINST 4650.1 (series)

1. A national/regional emergency/urgent mission required the issuance of an oral order. (Explain the nature of the emergency/urgent mission (include operational name if known) and why a written order could not be issued).
2. The following information is provided:
  - a. Date/time oral order issued:
  - b. Date/time travel began:
  - c. Date/time oral order confirmed in writing:
3. I certify that I had sufficient AT/ADT/IDTT funds available at the time of issuing the oral order.

Signature  
(By direction is not authorized)

Copy to:  
Echelon 5/NRA (if originating from gaining command)

## APPENDIX N NAVY RULES FOR PERMISSIONS AND ACCESS TO THE DEFENSE TRAVEL SYSTEM

These Separation of Duty rules are applicable to Navy and will be followed to comply with the NAVADMIN 393/11, Navy DTS Business Rules and NAVSUPINST 4650.8 as it relates to roles, permissions and accesses within DTS. DTS roles that can be held are listed below with similar role types bracketed together. Individuals may *only* perform DTS role(s) that are contained in each bracket at a time with appropriate permission levels and accesses. However, if compliance to these rules cannot be obtained, a temporary SOD waiver can be requested. Requests for SOD waivers are to be submitted to the Navy DTS PMO via the MAJCOM LDТА using the SOD Waiver Request Form. **Waivers are temporary in nature until further notice from the Navy DTS PMO. Failure to adhere to these rules will result in a loss of all DTS permissions and accesses.**

- { **Lead Defense Travel Administrator (LDTA)** – Should not be in any routing list or create, edit or adjust any traveler’s document. The LDTA will be held at the MAJCOM level. Each MAJCOM will only have one LDTA and at least one Alternate LDTA. MAJCOM LDTAS should provide necessary DTS support to all subordinate command level ODTAs.
- { **Organization Defense Travel Administrator (ODTA)** – Should not be in any routing list or create, edit or adjust any traveler’s document. ODTA’s will support the MAJCOM LDTA and provide necessary DTS support to subordinate commands.
- { **Finance Defense Travel Administrator (FDТА)** – Should not be in any routing list and will not create, edit or adjust any traveler’s document. FDTAs will contact the traveler, NDEA or travel clerk to correct DTS documents that have rejected from their appropriate accounting system/entitlement pay system.
- { **Budget Defense Travel Administrator (BDТА)** - Should not be in any routing list or have the ability to create, edit or adjust any traveler’s document.
- { **Debt Management Monitor (DMM)** – Should not be in any routing list or have the ability to create, edit or adjust any traveler’s document.
  
- { **Centrally Billed Account Specialists (CBAS)** – Should not be in any routing list and may only T-ENTER documents for the purposes of correcting CBA ticketed transactions for reconciliation. *(See Note 5 on pg.2)*
  
- { **Routing Official (RO)** – Should never have permission levels 3, 4, 5, or 6, and should never have group access.
- { **Certifying Officer (CO)** – Should never have permission levels 3, 4, 5, or 6, and should never have group access.
- { **Authorizing Official (AO)** – Should never have permission levels 3, 4, 5, or 6, and should never have group access.
  
- { **Non DTS Entry Agent (NDEA)** – Should never be in any routing list and should never have organizational access. *(See Note 6 on pg.2)*
- { **Travel Clerk** – Should never be in any routing list and should never have organizational access. *(See Note 6 on pg.2)*

### ADDITIONAL ACCESSES AND RESPONSIBILITIES:

- ❖ **Approval Override** – Organizations will send requests for Approval Override via the MAJCOM LDТА to the Navy DTS PMO for consideration. Proper justification is required. Approval Override requires Group Access and a valid DD FORM 577 must be on file. The individual cannot be present on any routing list.
- ❖ **Self-Authorizing Official (AO)** – Individuals who previously traveled under blanket travel authorization/orders may be designated as self-authorizing officials. These individuals may act as their own AOs authorizing their own itineraries and travel arrangements. They may not, however, certify their own claims for payment or approve authorizations with advances and/or SPPs for disbursements. They shall be designated in writing and shall acknowledge in writing that they may not certify their own claims for payments or approve authorizations with advances and/or SPPs for disbursements.
- ❖ **Delegate-Authority** – Is prohibited for all Navy DTS users due to the inability for other users, other than the grantor, to remove the delegate authority and it does not accurately show up on the routing list report for SOD tracking and enforcement purposes.
- ❖ **Read Only Access (ROA) Administration** – ROA Administration access will be granted to all MAJCOM LDTAs by the NAVY DTS PMO. ROA Administrators are to add, modify, and delete ROA Users. They are not to grant additional ROA Administration access to individuals in their command. To request additional ROA Administrators, an ROA REQUEST FORM must be submitted to the Navy DTS PMO for access.
- ❖ **Compliance Tool Administrator (CTA)** – CTA access will be granted to the MAJCOM LDТА by the Navy DTS PMO. They will review records and errors, ensure errors are corrected, run reports from the CT, distribute reports as necessary to sub-commands, and grant CT access to others.

SOD MATRIX

\*Users CANNOT perform more than one "Role Type" listed below in DTS (i.e. if your current DTS role falls under two different colors, that would constitute an SoD violation).

Role Type	Position	Permission Level(s)	Can also be in Routing list	Organization Access	Group Access	Read Only Access Administrator/User	Profile Indicator(s)
A D M I N I S T R A T I O N	LDTA	0,1,2,3,4,5,6 *Note 1	No	• Four Char MAJCOM Org Code, e.g. "DN11"	• Four Char MAJCOM Code, e.g. "DN11"	• Administrator • Four Char MAJCOM Code, e.g. "DN11" *Note 2	• Manually Entered Transaction • Non-DTS Entry Agent (T-Entered) • Debt Management Monitor • Self-AO Approval
	ODTA	0,1,2,3,4,5,6* *Note 1	No	• Top Level Org code of ODTA's AOR *Note 1	• Top Level Group code of ODTA's AOR *Note 1	• User/Administrator • Top Level Org code of ODTA's AOR *Note 4	• See Note 1
	FDTA	0, 1, 3, 5, 6 *Note 3	No	• Top Level Org code of FDTA's AOR *Note 3	• None	• User • Top Level Org code of FDTA's AOR *Note 3	• Manually Entered Transaction *Note 3
	BDTA	0,1,3 *Note 3	No	• Top Level Org code of BDTA's AOR *Note 3	• None	• User • Top Level Org code of BDTA's AOR *Note 3	• Manually Entered Transaction *Note 3
	DMM	0,6 *Note 3	No	• Top Level Org code of DMM's AOR *Note 3	• Top Level Group code of DMM's AOR *Note 7	• User • Top Level Org code of DMM's AOR *Note 3	• Debt Management Monitor *Note 3
Invoice Processing	CBAS	0, 4 *Note 3	No *Note 5	• Top Level Org code of CBAS's AOR *Note 3	• Top Level Group code of CBAS's AOR *Note 3	• None	• Non-DTS Entry Agent (T-Entered) *Note 3, 5
Document Routing	Routing Official	0,2 *Note 3	Yes *Note 3	• Top Level Org code of AO/CO's AOR *Note 3	• None	• User • Top Level Org code of RO's AOR *Note 3	• None
	AO, CO	0, 1, 2 *Note 3	Yes *Note 3	• Top Level Org code of AO/CO's AOR *Note 3	• None	• User • Top Level Org code of AO/COs AOR *Note 3	• None
Document Processing	TRAVEL CLERK	0, 5 *Note 3, 6	No	• None	• Top Level Group code of NDEA's AOR *Note 3	• None	
	NDEA	0, 5 *Note 3, 6	No	• None	• Top Level Group code of NDEA's AOR • *Note 3	• None	• Non-DTS Entry Agent (T-Entered) *Note 3
	Traveler	0	No	• None	• None	• None	None

\*Note 1 – LDTA's will authorize and grant all Permission Level (s), Organization Access, Group Access, and Profile Indicator(s) to their appropriate ODTAs. The LDTA will determine if ODTAs will be granted a PL6. If ODTA's are given PL6 then the LDTA needs to decide if the ODTA will be able to grant others PL6 or if that responsibility will strictly be limited to the LDTA.  
 \*Note 2 – LDTA's will be Read Only Access (ROA) Administrators for their appropriate MAJCOM. LDTA ROA Administrators will only grant ROA Users in the command. All additional ROA Administrator access will be granted by the Navy DTS PMO using an ROA REQUEST FORM.  
 \*Note 3 – ODTA's will authorize and grant all Permission Level (s), Organization Access, Group Access, and Profile Indicator(s) to appropriate DTS positions of appointment  
 \*Note 4 – ODTA's will either be Read Only Access (ROA) Administrators or ROA Users for their appropriate Area of Responsibility as determined by their command LDTA  
 \*Note 5 – CBAS will have the NDEA indicator for the purposes of correcting CBA ticketed transactions for reconciliation and should not be placed on any routing list or special routing list for CBA.  
 \*Note 6 – NDEAs/Travel Clerks will have permission level 5 for the purposes of having the ability to refresh the EFT data link in a traveler's document in the event EFT data is updated in a traveler's profile.  
 \*Note 7 – DMMs will have Group Access in order to view and access all DUE US documents in the DMM Gateway. Without Group Access, the DMM Gateway will not show any DUE US documents for processing.



PERMISSIONS LEVELS AND ACCESSES

**Permission Level 0** – Allows a user to create and sign their Authorizations, Local Vouchers and Vouchers and make Adjustments and/or Amendments to their document

**Permission Level 1** – Allows a user access to the Budget Module to “view-only” budget information and budget reports

**Permission Level 2** – Allows a user to apply a stamp in the “Route & Review” document process

**Permission Level 3** – Allows a user to view, add, edit, and generate Budget reports in the Budget module

**Permission Level 4** – Along with account activation, allows a user access to the Centrally Billed Accounts (CBA) module


**Permission Level 5** – Along with Permission Levels 0,1,3,6, allows a user access to the DTS Maintenance Tool to add, edit and delete organizations, routing lists, groups, user/traveler profiles, and LOAs.

**Permission Level 6** – Allows a user access to the Debt Management Monitor (DMM) Module and add, edit and delete LOAs, along with Permission Level 5, in the Maintenance Tool.

**Organizational Access** – Allows a user to run reports in the Report Scheduler at the Organizational level granted; Along with Permission Levels 0,1,3,5,6, allows a user to add, edit, and delete organizations, routing lists, groups, user/traveler profiles, and LOAs at the Organizational level granted.

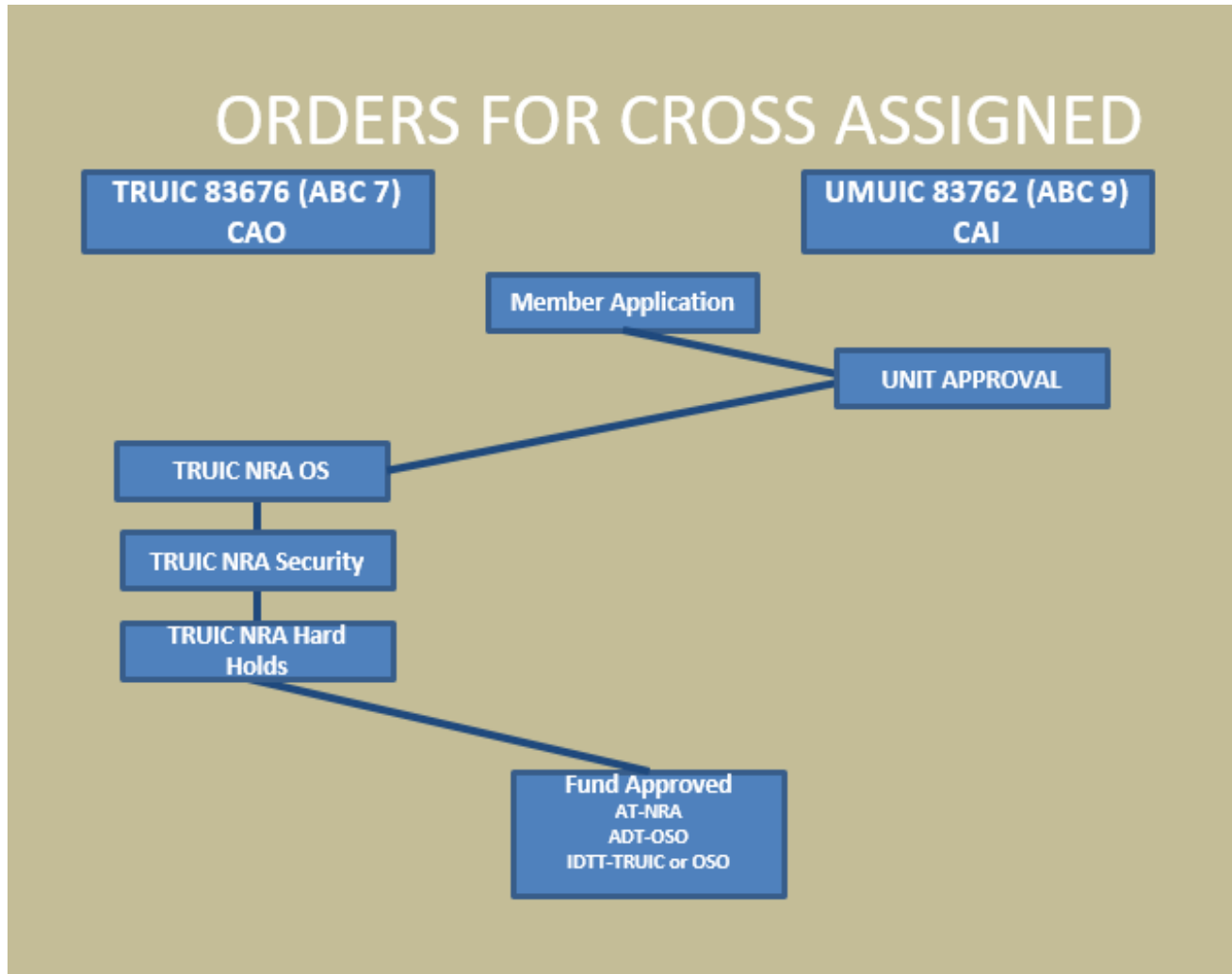
**Group Access** – Allows a user to go into “Official Travel – Others” to access, view and edit a traveler’s document at the Group level granted

APPENDIX O  
NROWS USER ROLE ASSIGNMENT

The NROWS Roles below can create the roles marked with an "X" on the its row  	Activity Entry	ADSW Admin	APC	Approving Official	Assistant OWA	Billing	Budget Analyst	Comptroller	DTS Administrator	Fund Approval	Fund Manager	Hard Holds	Help Desk	HQ Waivers	Mission Event Owner	N35 Continuous Service	Orders Specialist	OWA	Region Help Desk	Requirement Owner	Requirements Entry	Resource Owner	Schools	Security	Sub-Fund Manager	System Administrator	Super System Administrator	Travel	Travel Supervisor	Unit Approval	Unit Review	Voucher Support	NROWS Role Assignments
	Activity Entry																																Activity Entry
ADSW Admin		X																														ADSW Admin	
APC			X																													APC	
Approving Official																																Approving Official	
Assistant OWA			X	X	X												X						X					X	X		Assistant OWA		
Billing																																Billing	
Budget Analyst																																Budget Analyst	
Comptroller				X			X	X			X													X								Comptroller	
DTS Administrator																																DTS Administrator	
Fund Approval																																Fund Approval	
Fund Manager				X			X			X	X													X								Fund Manager	
Hard Holds																																Hard Holds	
Help Desk																																Help Desk	
HQ Waivers																																HQ Waivers	
Mission Event Owner															X					X		X										Mission Event Owner	
N35 Continuous Service																																N35 Continuous Service	
Orders Specialist																			X	X												Orders Specialist	
OWA			X	X	X													X	X				X						X	X		OWA	
Region Help Desk																																Region Help Desk	
Requirement Owner																																Requirement Owner	
Requirements Entry																																Requirements Entry	
Resource Owner																																Resource Owner	
Schools																							X									Schools	
Security																																Security	
Sub-Fund Manager																																Sub-Fund Manager	
System Administrator	X	X	X	X	**	X	X	X	X	**	X	X	X	X	X	X	X	**	X	X	X	X	X	X	X	X	X	X	X	X	X	System Administrator	
Super System Administrator	X	X	X	X	**	X	X	X	X	**	X	X	X	X	X	X	X	**	X	X	X	X	X	X	X	X	X	*	X	X	X	X	Super System Administrator
Travel																																Travel	
Travel Supervisor						X																						X	X		X	Travel Supervisor	
Unit Approval																																Unit Approval	
Unit Review																																Unit Review	
Voucher Support																																Voucher Support	

\* Super System Administrator access (addition/removal) requires an NROWS SCR and a Script run by NIWC to make changes  
 \*\* Should not be assigned except to trouble shoot a NROWS problem in the field.

APPENDIX P  
CROSS-ASSIGNED ORDERS ROUTING PROCESS



APPENDIX Q  
COMNAVRESFORCOM (N33) FORCE HPE RECORDS MANAGER USE FOR RECORDS RETENTION

	33 max	333 max	333,333 max	
Cabinet	Drawer	Folder	Document (File) Name	Example Document (File) Name
N33	DTS AO 577	DTS AO 577-ASSIGNMENT	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-DD FORM 577 DTS AO- Date approved	NOSC Norfolk, Smith, John A-DD FORM 577 DTS AO-11NOV16 Assignment
		DTS AO 577-TERMINATED	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-DD FORM 577 DTS AO- Date Terminated	NOSC Norfolk, Adams, John Q-DD FORM 577 DTS AO-13NOV16 Terminated
	DTS COL TRAINING	DTS COL TRAINING 2020 (NOTE 1)	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-DD FORM 577 COL 2016-Date completed	RCC MA-Norfolk, Jefferson, Thomas A-DD FORM 577 COL 2016-01JUN16
	DTS NDEA DOA	DTS NDEA DOA	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-DD FORM DTS NDEA DOA	RCC MA-Norfolk, Jefferson, Thomas A-DTS NDEA DOA-01JUN16
	DTS Training	DTS Training for Travelers	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	CFLSW, Nixon, Richard M- DTS Basic - About DTS- 09SEP16
		DTS Training for AO's	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	VR-58, Carter, James E-AO/RO - The DTS Approval Process- 09SEP16
		DTS Training for NDEA	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	VFC-111, Jackson, Andrew- DTS (Basic) - DTS Travel Documents (DTS 101)- 01OCT16
		DTS Training for FDTA	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	RCC SE-FT WORTH, Monroe, James P- FDTA Budgets/Lines of Accounting-
		DTS Training for BDTA	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	RCC SE-JAX, Tyler, John S- DTA D210 Reports (Distance Learning)-19JUL16
		DTS Training for DMM	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	RCC San Diego, Polk, James K- FDTA Debt Management Monitor- 09SEP15
		DTS Training for ODTA	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- Name of Training (i.e. DTS Basic -About DTS) - Date completed	CFLSW, Nixon, Richard M- DTA Maintenance Tool: An Overview- 03SEP16
		NROWS OWA	NROWS OWA DOA -ASSIGNMENT	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- NROWS OWA- Date approved
	NROWS OWA DOA -TERMINATED		(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI- NROWS OWA- Date Terminated	NOSC Omaha, Hayes, Rutherford B-NROWS OWA-14NOV16 Terminated
	NROWS AOWA	NROWS AOWA DOA-ASSIGNMENT	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-NROWS AOWA- Date approved	NOSC Harrisburg, Arther, Chester A-NROWS AOWA- 28JUL16 Assignment
		NROWS AOWA DOA-TERMINATED	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-NROWS AOWA- Date Terminated	VFA-204, Cleveland, Grover-NROWS AOWA- 26AUG16 Terminated
	NROWS DOA Letters	NROWS DOA Letters-ASSIGNMENT	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-NROWS DESIGNATION OF AUTHORITY (DOA) LETTER FOR (LIST ALL ROLES)- Date approved	NOSC Atlanta, McKisley, William J-NROWS DESIGNATION OF AUTHORITY (DOA) LETTER FOR OS, Hard Holds, Security- 11OCT16 approved
		NROWS DOA Letters-TERMINATED	(RCC/Wing/NOSC/Squadron), LAST Name, First Name, MI-NROWS DESIGNATION OF AUTHORITY (DOA) LETTER FOR (LIST ALL ROLES)- Date Terminated	NOSC New Orleans, Harding, Warren G-NROWS DESIGNATION OF AUTHORITY (DOA) LETTER FOR OS & Security- 21JUL16 Terminated
	NROWS Monthly User Rpt	NROWS Monthly User Rpt	(RCC/Wing/NOSC/Squadron)-Monthly Review of NROWS User Roles- MON/YR (i.e. JAN17, FEB17, MAR17)	VR-56-Monthly Review of NROWS User Roles- JAN17
			(RCC/Wing/NOSC/Squadron)-Monthly NROWS User Role Report-MON/YR (i.e. JAN17, FEB17, MAR17)	VR-56-Monthly NROWS User Role Report- JAN17
	NROWS Annual User Rpt	NROWS Annual User Rpt	(Echelon IV)-Yearly Review of NROWS User Roles Letter-(i.e. FY 2016, FY 2017)	RCC MA-Great Lakes-Yearly Review of NROWS User Roles Letter-FY 2016

NOTE 1: A folder will be created for every fiscal year.

APPENDIX R  
ACRONYMS AND ABBREVIATIONS

ADT	Active Duty for Training
AMTRAK	Trademark for National Railroad Passenger Corporation
AOIC	Assistant Officer in Charge
AOWA	Assistant Order Writing Activity
AO (for DTS)	Authorizing Official for DTS
AO (for NROWS)	Approving Official for NROWS
AT	Annual Training
APC	Agency Program Coordinator
AUIC	Active Unit Identification Code
B2B	Back-to-Back
BL1	Block 1
BSO	Budget Submitting Office
BUMED	Navy Bureau of Medicine and Surgery
CAC	Common Access Card
CANTRAC	Catalog of Navy Training Courses
CBA	Centrally Billed Account
CBAS	Centrally Billed Account Specialist
CCPMD	Consolidated Card Program Management Division
CIVPERS	Civilian Personnel
CNA	Certificate of Non-Availability
CNRF	Commander, Navy Reserve Force
CNRFC	Commander, Navy Reserve Forces Command
CO	Commanding Officer
COL	Certifying Officer Legislation (COL)
COMNAVAIRFORES	Commander, Naval Air Force Reserve
COMNAVIFORES	Commander, Naval Information Forces Reserve
COMNAVRESFOR	Commander, Navy Reserve Force
COMNAVRESFORCOM	Commander, Navy Reserve Forces Command
CONUS	Continental United States
COTS	Contingency Orders Tracking Software
CPPA	Command Pay and Personnel Administrator
CTO	Commercial Travel Office
CTW	Constructed Travel Worksheet
DBSign	Digital Signature Software
DCOS	Deputy Chief of Staff
DD	Department of Defense Form
DISS	Defense Information System for Security
DMM	Debt Management Monitor
DOA	Designation of Authority
DoD	Department of Defense



DoD FMR	Department of Defense Financial Management Regulation
DTA	Defense Travel Administrator
DTOD	Defense Table of Official Distances
DTS	Defense Travel System
E-AT	Exceptional Annual Training
E-Ticket	Electronic Ticket
EDM	Enhanced Drill Management
EFT	Electronic Funds Transfer
eNTRS	Enterprise Navy Training Reservation System
EOS	End of Obligated Service
ET	Eastern Time
EXCOM	Executive Committee
FA	Fund Approver
FDTA	Financial Defense Travel Administrator
FFA	For Further Assignment
FIAR	Financial Improvement and Audit Readiness
FLTMPS	Fleet Training Management and Planning System
FM	Fund Manager
FM	Financial Manager (Chapter 4)
FMB	Office of Budget
FSC	Funding Source Code
FTS	Full Time Support
FY	Fiscal Year
GMR	Government Meal Rate
GSA	General Services Administration
GTCC	Government Travel Charge Card
HIV	Human Immunodeficiency Virus
HPE RM	Hewlett Packard Enterprise Records Manager
HQ	Headquarters
IBA	Individual Billed Account
IDT	Inactive Duty for Training
IDTT	Inactive Duty for Training Travel
ILPP	Integrated Lodging Pilot Program
IMS	Individual Mobilization Status
ISIC	Immediate Superior in Command
ITEMPO	Individual Tempo
JPAS	Joint Personnel Adjudication System
JECC	Joint Expeditionary Capabilities Command
JTR	Joint Travel Regulations
KSD	Key Supporting Document
LDTA	Lead Defense Travel Administrator
LOTH	Location Other than Home
MAS	Manpower Availability Status

M/E	Mission/Event
MAJCOM	Major Command
MTR	Mass Transportation Request
NAVOPSPTCEN	Navy Operational Support Center
NAVPTO	Navy Passenger Transportation Office
NAVSUP	Naval Supply Systems Command
NDEA	Non-DTS Entry Agent
NEC	Navy Enlisted Classification
NEPLO	Navy Emergency Preparedness Liaison Officer
NIWC	Navy Information Warfare Command
NMCI	Navy and Marine Corps Internet
NR	Navy Reserve
NRA	Navy Reserve Activity
NROWS	Navy Reserve Order Writing System
NRPDC	Navy Reserve Professional Development Center
NSIPS	Navy Standard Integrated Personnel System
OCONUS	Outside Continental United States
ODTA	Organization Defense Travel Administrator
OIC	Officer in Charge
OPSO	Squadron Operations Officers
OS	Orders Specialist
OSO	Operational Support Officer
OWA	Order Writing Authority
PDS	Permanent Duty Station
PCS	Permanent Change of Station
PKI	Private Key Infrastructure
POV	Privately Owned Vehicle
PR	Primary Residence
PSD	Personnel Support Activity Detachment
RC	Reserve Component
RCC	Reserve Component Command
RHS	Reserve Headquarters System
RO	Reviewing Official
RPN	Reserve Personnel, Navy
RRL	Ready Relevant Learning
RUIC	Reserve Unit Identification Code
SA	System Administrator
SAAR-N	System Authorization Access Request-Navy
SAD	Sanctuary risk – has 16 years or more of Active Duty
SATO	Scheduled Airline Transportation Office
SECNAV	Secretary of the Navy
SELRES	Selected Reservist(s)
SoD (for DTS)	Separation of Duties

SoD (for NROWS)	Segregation of Duties
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedure
SPP	Scheduled Partial Payment
SSA	Super System Administrator
SSN	Social Security Number
TAD	Temporary Additional Duty
TDY	Temporary Duty
TMC	Transportation Management Company
TOPS	Transaction Online Processing System
TPC	Travel Processing Center
TRAX	Travel Explorer
TRUIC	Training Reserve Unit Identification Code
TSO	Technology Services Office
UA	Unit Approver
UCMJ	Uniform Code of Military Justice
UIC	Unit Identification Code
UMIC	Unit Mobilization Identification Code
UR	Unit Reviewer
U.S.	United States
USERRA	Uniformed Services Employment and Reemployment Rights Act
XO	Executive Officer

RECOMMENDATION FOR CHANGE

To ensure this instruction is responsive to both the dynamics of the Navy Reserve program requirements and the ongoing initiatives to streamline the administrative process, recommendations are encouraged to improve its content. Submit comments/suggestions in the following format:

(Letterhead)

From: (Command Requesting Change)  
To: Commander, Navy Reserve Forces Command (N33)  
Via: (Complete Chain of Command)

Subj: RECOMMENDATION FOR CHANGE

Ref: (a) COMNAVRESFORINST 4650.1B

1. The following recommendation concerning reference (a) is submitted for consideration.
  - a. Description of problem (with page number, if applicable).
  - b. Recommendation for change.
  - c. Unit identification code.
2. Command point of contact information.

SIGNATURE