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NASA Shared Services Center Service Delivery Guide

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Change of Station Authorizations and Vouchers

Responsible Office: Financial Management Services Division

Approved by

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DOCUMENT HISTORY LOG

Status (Basic / Revision / Cancelled)	Document Version	Effective Date	Description of Change
Basic	1.0	08/8/2014	Basic release
Revision	B	05/12/08	Re-titled from "Permanent Change of Station" to "Change of Station" to encompass Temporary Change of Station, refined wording of various processes including storage of proposal information and to incorporate use of moveLINQ software
Revision	C	2/23/10	Updated expiration date from 2010 to 2014 to reflect NASA 5-year expiration. NSSC SDD reviews annually. (No signature required for admin change.)
Revision	5.0	02/04/2014	Updated to combine relocation authorization process with expense reimbursement process; Document originated under NSSC-FM-SDG-0002 (Permanent Change of Station SDG), NSSC-HR-0026 (Permanent Change of Station SDG), and NSSC-HR-SDG-0027 (Temporary Change of Station SDG). Renumbered to NSSDG-

			9700-0002 to align with SDNS numbering system.
Revision	6.0	11/15/2014	Updated to realign responsibility for tasks identified in Change Order 76 and to make minor refinements to various processes.
Revision	7.0	3/12/15	Update procedure for estimating “Self-Moves”, Special En Route estimating instruction, and adding links to TechDoc to documents used in the Authorization and Voucher processes. Remove references to older (2007 and prior) steps.
Revision	8.0	6/2/15	Update to new SDG format.
Revision	9.0	3/1/16	Update due to new workflow management system Update to change HUD statement to Closing Disclosure
Revision	10.0	10/13/16	Update Relocation Income Tax Allowance abbreviation from RIT Allowance to RITA and Income Tax Reimbursement Allowance (ITRA) to Extended TDY Tax Reimbursement Allowance (ETTRA); Update NEACC to AAO; Add information on returning invalid claims; Also remove reference to capturing FPPS screenshots for State, due to 41 CFR change.

Revision	11.0	12/5/16	Open deck steps added to close out documents in TechDoc and moveLINQ; Add the Statement, "The SP is responsible for documenting and maintaining all Macros/Scripts utilized in these processes."; To add "The SP will obtain CS approval before returning vouchers due to an invalid receipt." to Process 2, Step 2 B a; Also, to update moveLINQ Per Diem and Version load screenshots due to visual changes on Website.
Revision	12.0	3/21/2017	Add new Bill of Collection Process steps in the Brookfield and Allegiance Invoice Processes 16 and 17; Change process of receiving Relocation Contractor Invoice from CS to SP; Add CS process for PR Analysis. Add create a case/task for Open Deck; Add data pull for MLINQs Admin process; Change SF1012 to OF1012 due to GSA retiring Standard Form 1012 and renamed it Optional Form 1012; Updating CBA Recon path;

Revision	13.0	06/5/17	Added screenshots for running BOBJ report for TPC invoice review. Added the CS Death in Service Process Updated PR Analysis process steps Added CS process steps to the Annual RITA review process Added COS Voucher review CS process steps.
Revision	14.0	07/31/17	Update Annual Real Estate Analysis process Updated PR Analysis Process. MLINQ document stamping process moved from CS to SP-L2 function Added MLINQ technical issue/error process steps for L2-SP in Process 13 – mLINQ Administrative Functions MLINQ Estimate E-mail notification to Center POCs moved from CS to SP-L2 function. General formatting updates to be consistent throughout all processes
Revision	15.0	9/8/2017	Updated Process 1, steps 7 and 8.

Revision	16.0	05/09/2018	Update document for change in tax law due to the Tax Cuts and Job Act of 2017 Augment 4782 process for reconciling to DOI Added Process 20 to detail issuing a BOC using the Service Catalog Removed Process 16 – Prudential/Brookfield relocation process
Revision	17.0	11/26/2018	Update MLINQ section for OTRAT clarification
Revision	18.0	8/07/2019	Update Process 8 for PR Analysis to no longer include the non-active travelers and update Process 20 Issuing BOC for OCONUS Update Process 15 with L3 detailed actions
Revision	19.0	04/16/2021	To add process 16 - verbiage regarding the +/-10 Threshold Removed Appendix D and updated Process 6 to add the Fund Status Change Approval Tracking Tool (FSCATT) Steps. To update amount of Threshold in process 16 and 20. Updated information regarding PR Analysis De-Obligation forms. Added example PR Analysis De-Obligation Forms to Appendix C. Update Process1 to include new HR process of Service Agreement.

			Updated all Process to include creating a WMS record as first step and when the record can be resolved. Process 10 updated instructions on how to process. Updated Appendix E Updated Process15 to include additional step Updated Appendix F Updated Process14 to include additional details for second email request, added an appendix K, Update Process 1 Step 6 to include information about Educational Travel. Updated Process 15 Monthly CBA Reconciliation Updated Process 7 Step 1 G to include creating a ticket to L-3, if there are database issues with Open Deck
Revision	20.0	08/26/2021	Update Process 1, Step 2 , 2 - to add verbiage to check FPPS, Step 2 , 4 - OCONUS no sale or purchase, Step 4 g 2 -1450 number of days for OCONUS, CONUS, Update Process 17 Step 4 e - to include weight, days and invoice number.
Revision	21.0	02/04/2022	Updated introduction on page 11 to include Emergency Travel relocation as it was previously omitted from the introduction. Added

			Emergency Travel to page 19 & 32 (previously omitted). Added CS Steps to identify cancelling funds and contacting traveler. Updated page 32 and 23 to include information regarding Emergency Travel and Relocation escalation process.
Revision	22.0	11/25/2022	Updated Process 1-Change of Station Authorizations; Step 2A-2 to include information regarding how to handle IPA agreements. Updated to include scoped app verbiage to take out Functional Detail. Added information on COS proposals page 100, 108, & 109 and RITA page 189 & 190. Update to include Appendix L and M for manual processing of Relocations and Vouchers, respectively.
Revision	23.0	04/07/2023	Augmented Process 7 Open Deck instructions for email vs snail mail vs certified mail.

Revision	24.0	09/28/2023	Updated Process 1, Step 2(a)(5) with the HHG weight and baggage limit statement required in the Remarks section of the NF1450. References to IPSWITCH were updated to BOX. References to Relocation Contractor were also updated.

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1.0 Introduction

The National Aeronautics and Space Administration (NASA) Shared Services Center (NSSC) provides assistance to and processes authorizations and vouchers for new hires and current employees entitled to reimbursement of expenses for the following types of relocations:

- First Duty Station (FDS)
- FDS under the NASA Flexibility Act (5 US Code (USC) 9811)
- Permanent Change of Station (PCS)
- Temporary Change of Station (TCS)
- Senior Executive Service (SES)/Separation for Retirement
- Overseas Tour Renewal Travel (OTRAT)
- Educational Travel
- Emergency Travel
- Limited Relocation (IPA)

The NSSC is also responsible for obligating funds and auditing travel vouchers as they are processed. To provide efficient and timely service, the NSSC works closely with the requesting Center to ensure authorizations and payments meet the employee's plans and requirements.

To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to Financial Management Services Division / Internal Review Work Instructions and Procedures, NSPWI-9000-0003 or copy and paste the URL below into your web browser:

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2087212&rev=$latest

2.0 Purpose

This document provides the Agency procedures followed by the NSSC related to the processing of Change of Station (COS) authorizations and vouchers. The SP is responsible for documenting and maintaining all macros/scripts utilized in these processes.

3.0 Applicability/Scope

In accordance with Federal regulations and NASA policy, the NSSC is responsible for processing COS Authorizations and Vouchers.

The NSSC shall use Core Financial Software – Systems, Applications and Products (SAP) R/3 – to perform the financial management activities. Financial Management is required to use Business Object (BOBJ) for reporting, query and reconciliation activity. NSSC is required to adhere to NASA Interim Directive (NID), NASA Procedural Requirements (NPRs), NASA's Enterprise Performance Support System (EPSS), and other applicable Federal regulations and NASA policies and procedures. The NSSC shall process COS Authorizations and Vouchers in accordance with Agency guidelines.

4.0 Privacy Data

All participants involved must ensure protection of all data covered by the Privacy Act.

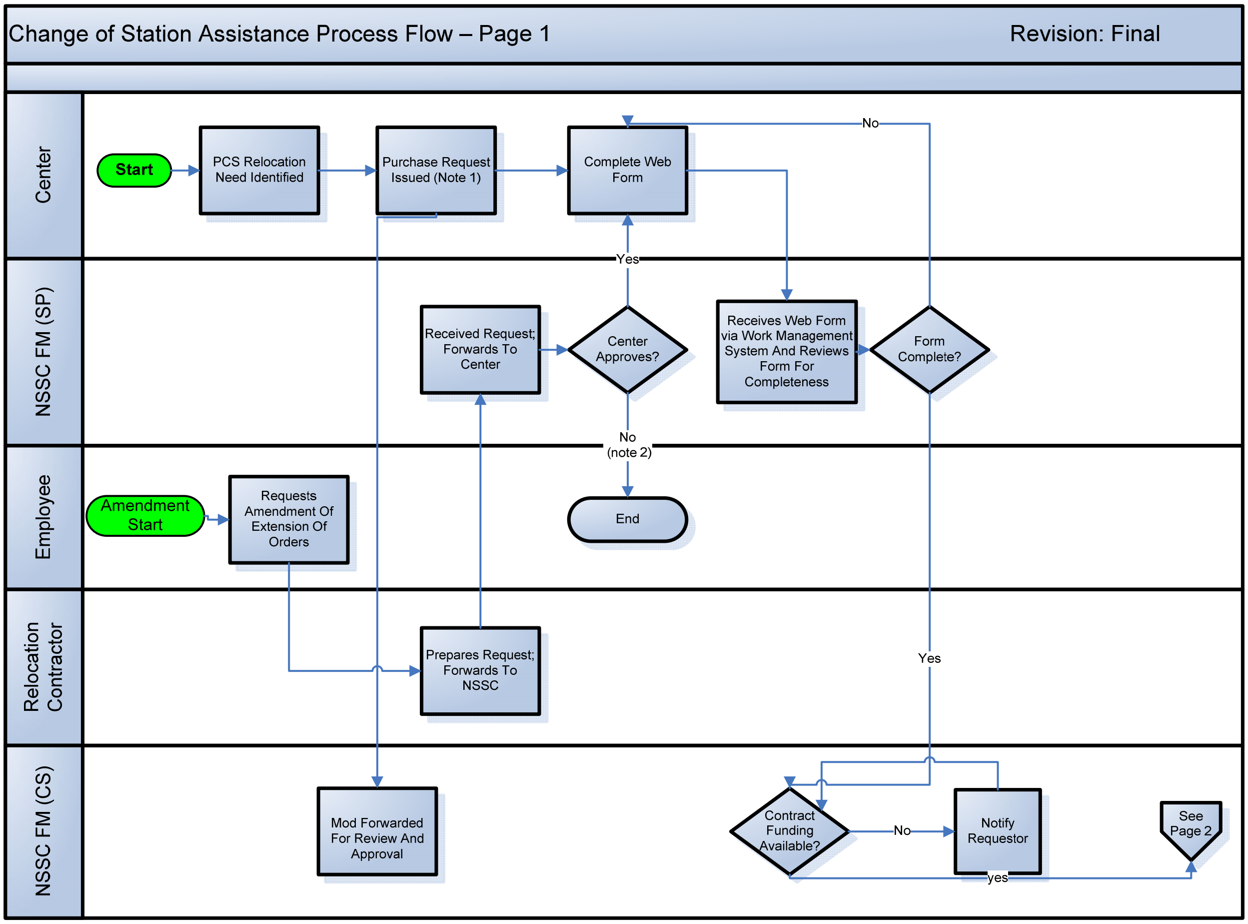
5.0 Records

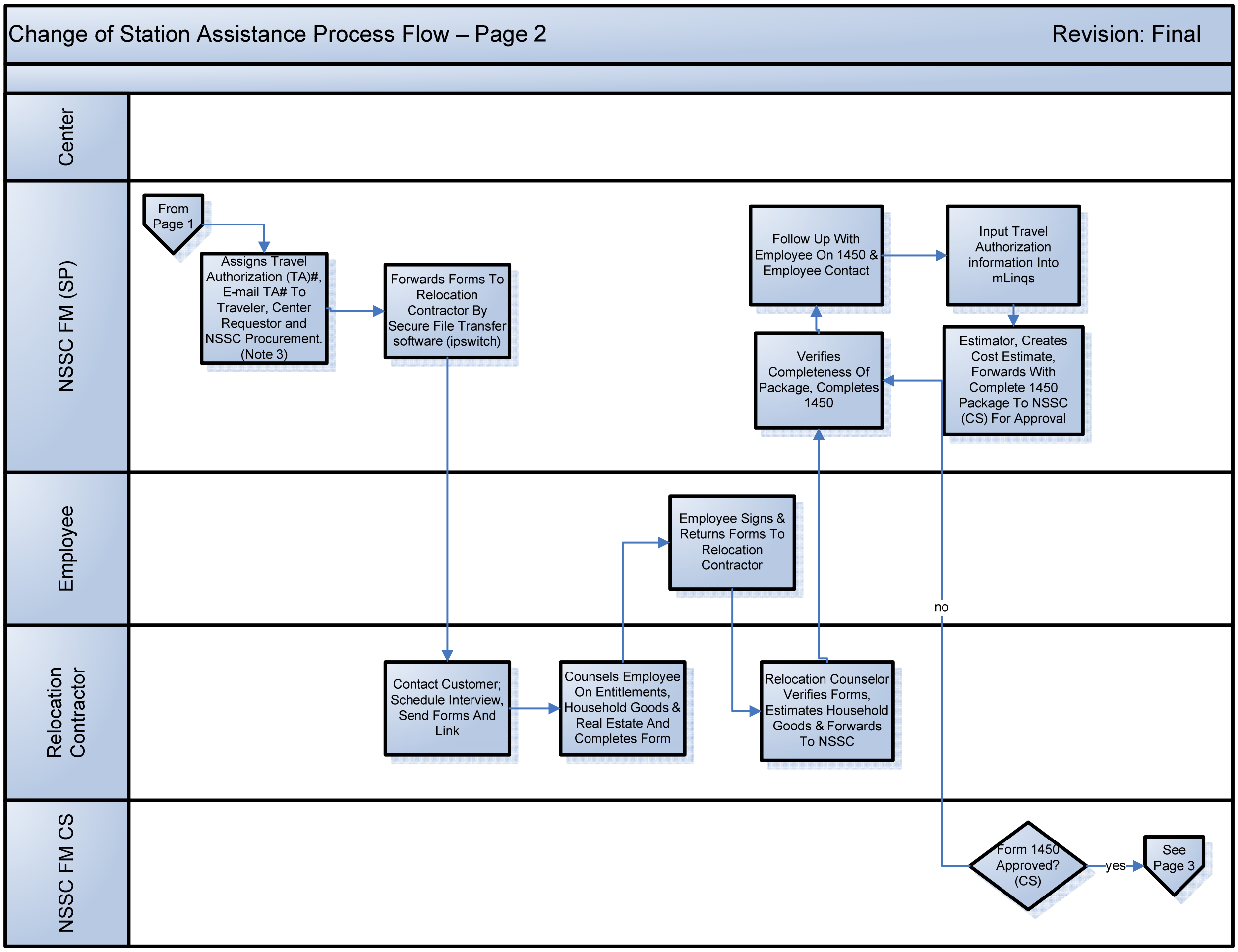
The Change of Station Authorizations and Vouchers Service Delivery Guide (SDG) outlines processes which include the creation and receipt of NASA official records as defined by NPR 1441.1. These records are included in the Travel functional Master Records Index (MRI), applicable NASA Records Retention Schedule (NRRS) or General Records Schedule (GRS) items that provide retention/disposition authority.

6.0 Cancellation/Supersession of Previous Documents

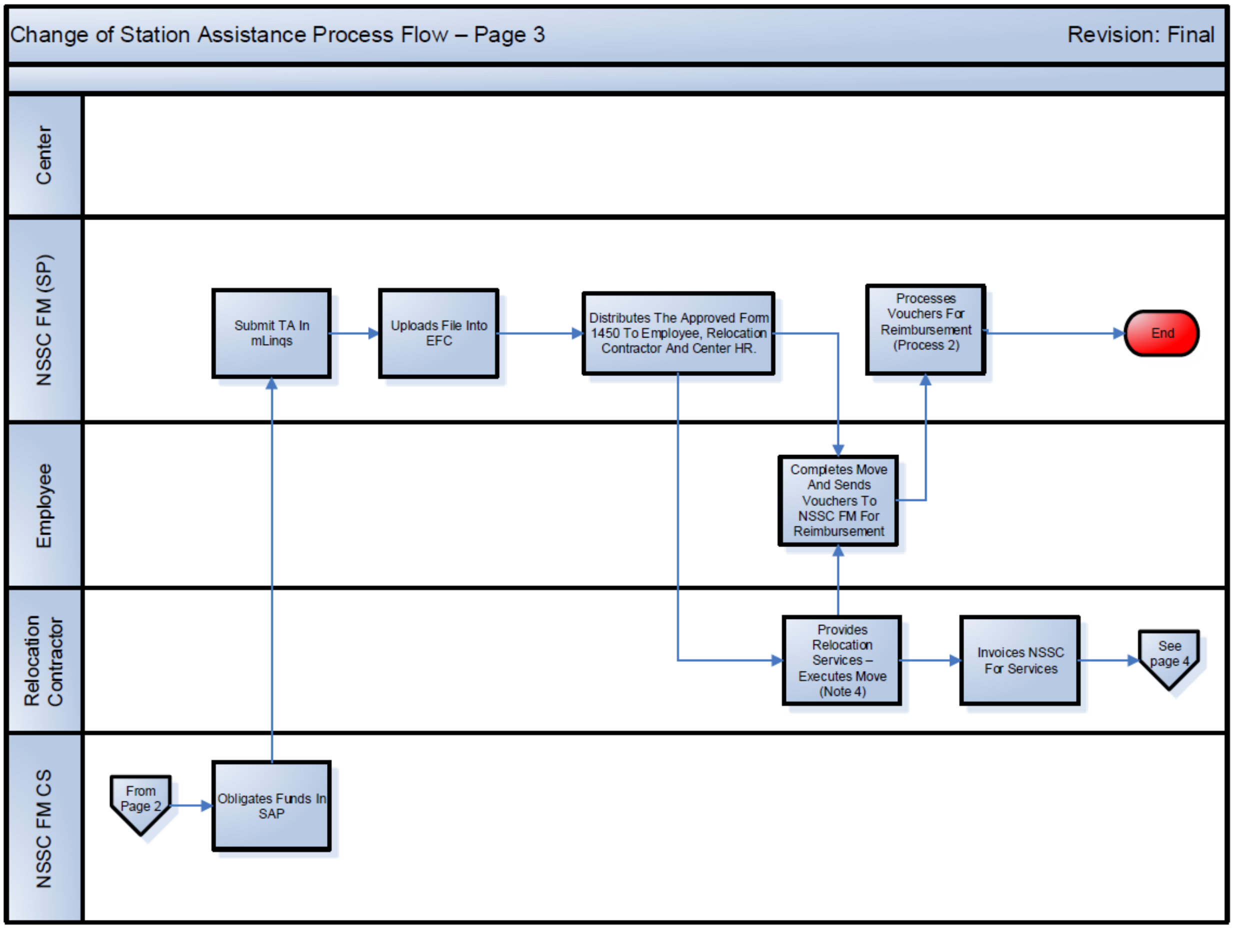
This document supersedes NSSDG-9700-0002 Revision 23.0.

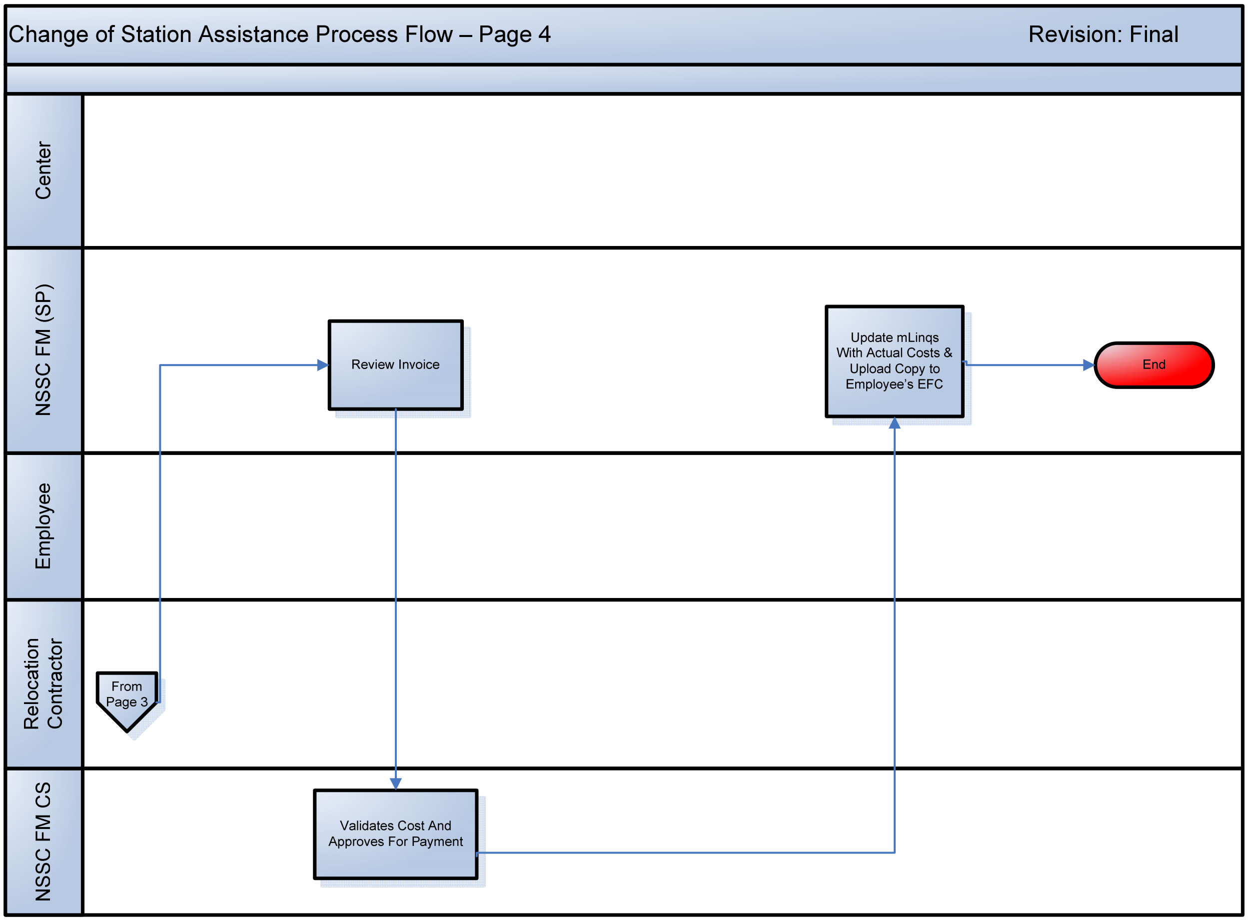
PROCESS 1 – PROCESSING CHANGE OF STATION AUTHORIZATIONS





Change of Station Assistance Process Flow – Page 2
Revision: Final
Center
NSSC FM (SP)
Employee
Relocation Contractor
NSSC FM CS
From Page 1
Assigns Travel Authorization (TA)#, E-mail TA# To Traveler, Center Requestor and NSSC Procurement. (Note 3)
Forwards Forms To Relocation Contractor By Secure File Transfer software (ipswitch)
Follow Up With Employee On 1450 & Employee Contact
Input Travel Authorization information Into mLinqs
Verifies Completeness Of Package, Completes 1450
Estimator, Creates Cost Estimate, Forwards With Complete 1450 Package To NSSC (CS) For Approval
Employee Signs & Returns Forms To Relocation Contractor
no
Contact Customer; Schedule Interview, Send Forms And Link
Counsels Employee On Entitlements, Household Goods & Real Estate And Completes Form
Relocation Counselor Verifies Forms, Estimates Household Goods & Forwards To NSSC
Form 1450 Approved? (CS)
yes
See Page 3


Change of Station Assistance Process Flow – Page 3
Revision: Final
Center
NSSC FM (SP)
Employee
Relocation Contractor
NSSC FM CS
Submit TA In mLinqs
Uploads File Into EFC
Distributes The Approved Form 1450 To Employee, Relocation Contractor And Center HR.
Processes Vouchers For Reimbursement (Process 2)
End
Completes Move And Sends Vouchers To NSSC FM For Reimbursement
Provides Relocation Services – Executes Move (Note 4)
Invoices NSSC For Services
See page 4
From Page 2
Obligates Funds In SAP



Change of Station Assistance Process Flow – Page 4
Revision: Final
Center
NSSC FM (SP)
Employee
Relocation Contractor
NSSC FM CS
From Page 3
Review Invoice
Validates Cost And Approves For Payment
Update mLinqs With Actual Costs & Upload Copy to Employee's EFC
End

Change of Station Assistance Process Flow – Page 5 Revision: Final

COS Notes

Note 1: Detailed information can be found in the appendix of the Service Delivery Guide. Orders are funded at time of Webform submittal.

Note 2: NSSC will notify Contractor if Center does not Approve

Note 3: Privacy Act Information excluded from E-Mail

Note 4: Relocation Service Package
- Home Sale Service
- Home Marketing Assistance
- Destination Area Services
- Property Management Services
- Move Management Services
- Household Goods Services

STEP 1. **NASA Center Human Resources (HR) Office** – Notify NSSC of COS Authorization.

A. NASA Center HR Office ("Requestor") notifies the NSSC via NSSC Relocation Request (webform) of new hire or current NASA employee is authorized relocation services. The webform must include the name of the authorizing official, employee contact information and the type of relocation (i.e., PCS Transfer, First Duty Station, First Duty with Flex Act, TCS, SES/Last Move Home, or Limited Relocation).

1. Supporting documentation, in the form of a signed offer letter, acceptance letter, or Standard Form (SF) 52, and/or SF 50, must be provided to the NSSC along with the webform. If a signed offer letter is not provided, in some situations, a Memorandum of Understanding (MOU) or other directive may be accepted. Approval by Civil Servant (CS)-L3 on case-by-case basis. If not previously completed, the Center HR Office must verify the Resource Office has created a Purchase Request (PR).
2. See Appendix B for a sample of the webform.
3. An employee should not start any part of their move prior to receiving the approved travel authorization. If a PCS, First Duty with Flex or SES employee starts a home sale or purchase prior to the acceptance to the job offer, the claim will be denied as not in conjunction with the move.

Output: Request for Financial Management (FM) to process TA for relocation initiated by the Center.

STEP 2. **NSSC – Travel Service Provider (SP-L2)** – Review and disposition NSSC Relocation Request (webform).

B. Receive workflow management system ticket generated from webform submitted by the Center.

1. Update Summary and Description fields with "FM-COS-LastName, FirstName – webform (Enter on Duty (EOD) Date).
2. Review webform for completeness (i.e., all relevant fields are completed, supporting documentation is attached and PR and accounting information are provided). For transferees, check FPPS for the state of the employee's PDS before a TA number is issued. If an IPA agreement is received, this should be sent to L3 for review to ensure it is understood what is to be expected. L3 will reach out to those who drafted the IPA agreement, if clarification is required.

3. If webform is not complete, the ticket SubCategory is changed to “Web Form Incomplete” and placed in “Pending-Requestor Information” status. The Center is notified via email of corrections required for the webform to be processed further. If the Center must resubmit a corrected webform, the former ticket is placed in “Status” of “Resolved” and the new ticket containing the corrected webform becomes the Parent ticket.
    a) Check to ensure the EOD is a Sunday (or Monday if First Duty) of the beginning of a payroll period. If it is not, contact the Center before moving forward.
4. Change SubCategory to the appropriate Third-Party Contractor (TPC) Relocation (e.g., RELO Direct). Assign to Relocation technician (SP L2) for review.
    a) Note: Travel types like Educational, Emergency, and OTRAT, you still mark as the TPC as noted here, but you do not send it to the TPC, they have no action on these types of travel.
5. For moves involving OCONUS destination:
    a) OCONUS travelers do not receive Sale and Purchase of a home when relocating to a foreign destination. See: www.gsa.gov/41 CFR
    b) Table B: Transfer From CONUS to an Official Station Outside the Continental United States (OCONUS)
    c) The household goods (HHG) weight limit and baggage limit statement must be included in the comments section of the webform: Excess accompanied baggage allowance NTE 2 pieces per family member; each piece limited to the airline requirement. Shipment on GBL of Household Goods and personal effects NTE 7,500 lbs. of which a portion may include unaccompanied air baggage (UAB) by expedited shipment, as authorized, up to the maximum weight allowance in accordance with FTR 302-7.302.
6. This becomes the “Parent” ticket and is used to track the progress of the request.

C. The error from Step A should be logged in a new “Error” ticket in the work management system (WMS).
    1. Error is found on item received from TPC.
    2. Create a new task on the webform Incomplete Record. Note: This ticket should remain in Work in Process (WIP), to capture the days it takes to correct the error.

a) Put it in the name of the traveler (should match the Incomplete WebForm record sent in) not the relocation technician.

b) Short Description: FM – COS – ERROR – ALLEGIANCE (change the last part to match current TPC).

c) Category: COS Assistance.

d) SubCategory: SP Error-xxxx (choose correct TPC who made the error).

e) On the COS Voucher tab Form:

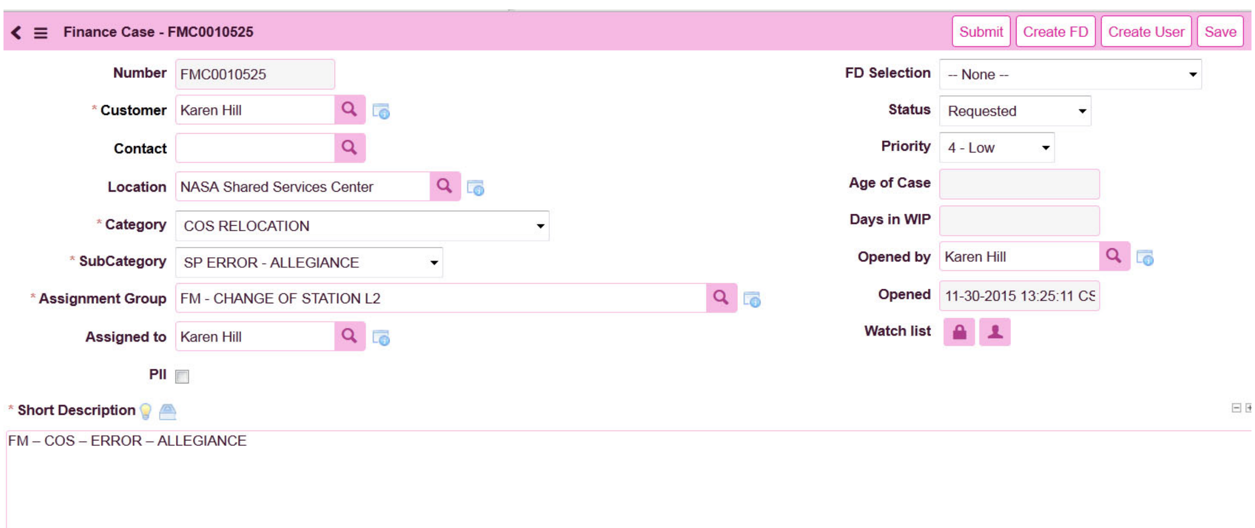
i. TA number.

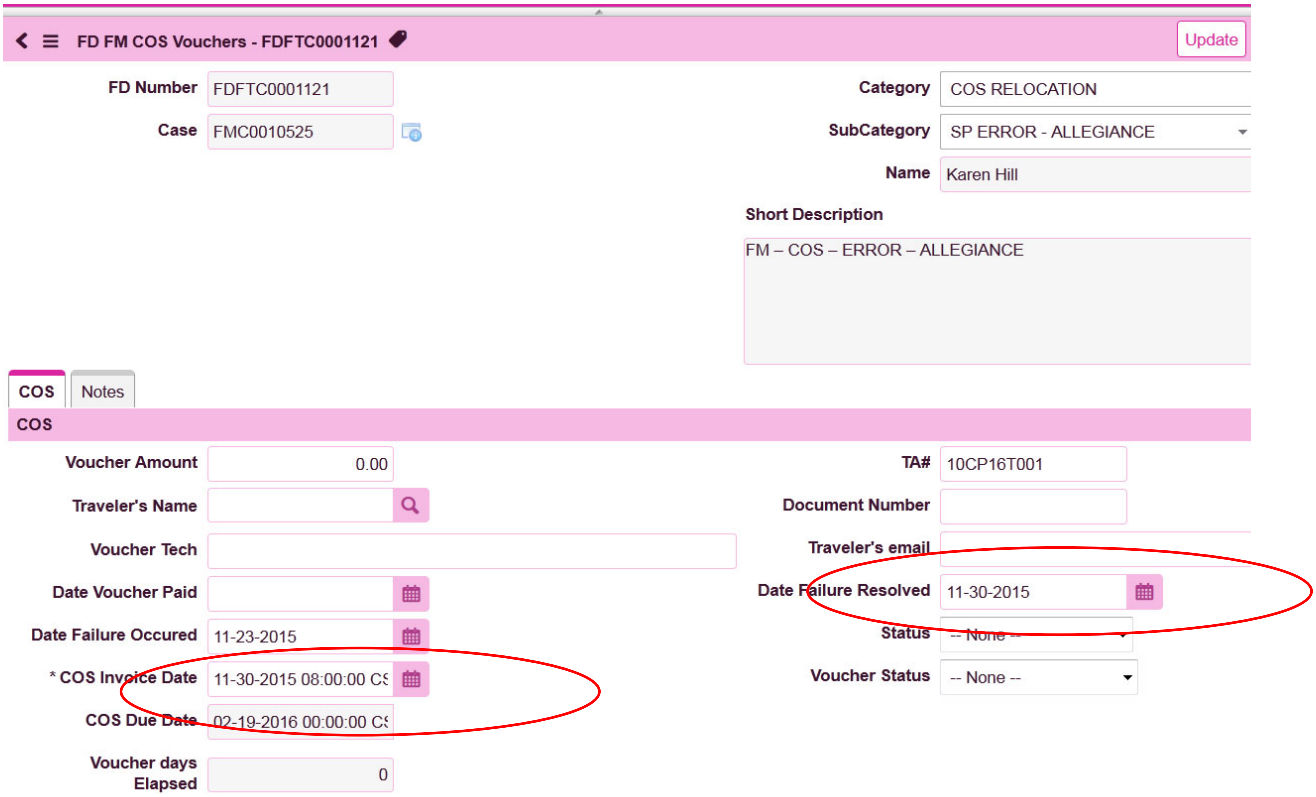
ii. Voucher Data Tab:

1. Date Failure Occurred (as the error date).
2. COS Status should be: Error.
3. When correction is received, populate Date Failure Resolved.

3. Once error is corrected:

a) Resolve the Error Task. These stats will show on our monthly metric report for Relocation.





D. Use the PR number to verify the PR has been input in SAP (T-Code ME53 or ME53N) and add this screenshot to the webform page saved on the N drive under the tech's working folder. (N:\TRAVEL\PCS\WORKING FOLDERS). If the PR is incorrect, contact the Center. Do not issue a TA until the PR is verified.

E. In the PR Database (N:\TRAVEL\COS RELOCATION ASSISTANCE\HR-PR), create and assign TA number. Input employee information and PR number setup for the relocation. Ex: 10CP11T123.

   1. The first two digits will identify the Center authorizing and paying for the COS, such as 10 for HQ, 21 for ARC, 72 for JSC, etc.

   2. The next two digits will identify the type of authorization:

      a) CP for Domestic Permanent COS.

      b) CT for Domestic Temporary COS.

      c) ED for Educational Travel.

      d) EM for Emergency Travel.

      e) HL for Home Leave Authorizations *(no longer used)*.

      f) LM for SES Last Move Home.

g) LR for Intergovernmental Personnel Act (IPA) Limited Relocation.

h) OA for Overseas Tour Renewal Agreements.

i) OP for Outside [the] Contiguous United States (OCONUS) Permanent COS.

j) OR for OCONUS Return Permanent COS. (Russia, Paris, AK, HI, PR to the US (48 states), coming from overseas to US permanently.)

3. The next two numbers following the above list is the fiscal year the TA is issued.

4. The next letter is the type of person being moved:

   a) Use T for Transferee.

   b) Use F for First Duty.

   c) Use N for First Duty with Flex Act.

5. The last numbers are a “one up” number showing how many orders we‘ve issued in each fiscal year.

F. In the workflow management system, auto-generate email notification (using the COS-Travel Authorizations) to employee, Center and NSSC Procurement Point of Contact (POC). Work management system auto-attaches the GSA Handbook and Required Service Agreement (if applicable) adobe files to e-mail (http://www.gsa.gov/graphics/ogp/Relocating_Federal_Employees.pdf) and any other needed forms to be signed and returned by the traveler.

G. Annotate the Technician and the Caseworker in the notes section of the record.

H. E-mail is sent from the work management system (Travel Authorization) to notify employee of their Caseworker.

1. Caseworker e-mail template for contiguous United States (CONUS) move: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022516&gen=$latest

2. Caseworker e-mail template for OCONUS move: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022517&gen=$latest

3. Recipients: Employee and a Blind Courtesy Copy (BCC) to Center Point of Contact (POC), Procurement POC, Caseworker, and Relo Tech).

I. In the WMS ticket, on the Relocation, Relo Technician inputs gaining Center, Funding Center, EOD ensuring it is a Sunday (or Monday for First Duty Station), COS Status, COS Type and date received Comp webform (should be the NSSC fax date stamped on the document), and date sent to FM Service Provider (SP)-L2 PR and TA number. Route to FM-SP-L2 for review.

J. Use Box to send webform to contractor. Drag pdf of webform (do not send offer letter or any backup with webform) into the “Submit / Travel WebForm” folder. Document date updated in the WMS ticket, Relocation “Rel Req to Contractor.” Ticket status should be changed to WIP. COS Status should be updated to “Awaiting Relo Contractor.” This Record becomes the “Parent” Ticket.

   1. Use the following naming scheme: “LastName_FirstName_TA_WebForm” (do not leave any spaces).

Output: Webform is reviewed, and all parties notified of initiation of relocation. Parent ticket created.

Note: We follow up with the Relocation Contractor every two weeks for a status of our 1449’s. If we discover the traveler has not responded to the Relocation Contractor within two weeks, a WMS ticket will be created to elevate to L-3 for assistance. SubCategory should say inquiry and short description of the task to include the comment: “Escalation Assistance Requested”.

STEP 3. **<u>NASA Relocation Contractor and Employee</u>** - Receive TA number, initiate travel advance request, initiate Guaranteed Home Sale (GHS) waiver - The GHS waiver is needed if the employee’s current home is expected to appraise over $500,000 and the employee is approved to use the GHS Program.

A. The NASA Relocation Contractor receives the TA number and relocation authorization Webform.

B. Contact the employee to discuss all entitlements and complete all paperwork associated with the relocation.

C. Employee completes the SF 1038 for travel advance request, if needed.

D. The NASA Relocation Contractor reviews the SF 1038.

E. Employee requests a home sale waiver to cover relocation fees above the $500,000 cap, if needed.

F. Employee notifies the NASA Relocation Contractor via the NASA Form (NF) 1449 of the expected appraisal value of the home and submits a Waiver letter.

G. The NASA Relocation Contractor initiates the Waiver process.

H. The NASA Relocation Contractor submits all documents related to the TA number, travel advance, and GHS waiver to the NSSC SP-L2.

Output: TA number is received; travel advance request is initiated; GHS waiver is initiated, if applicable; and items are forwarded to the NSSC SP-L2.

STEP 4. **<u>NSSC Travel (SP-L2)</u>** – Receive NF1449 and related paperwork from TPC (Control Activity).

A. Receive properly completed and date stamped NF1449 and related paperwork from TPC (via Box) which includes:

1. NF1449.
2. Binding Decisions (for transferee and NASA Flex Act only).
3. Withholding Tax Allowance (WTA) Agreement.
4. Personally Owned Vehicle (POV) Shipping Estimate/Cost Comparison (if shipping POV).
   a) Estimate Tool for main POV comparison: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018079&gen=$latest.
   b) Estimate Tool for driving two vs driving one/shipping one: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018082&gen=$latest.
5. Pre-move survey to estimate cost of moving HHG. Use PR Tool to round up to nearest hundred for PR creation.
   a) If going OCONUS, we need to find out the duration of the overseas tour. Then Non-Temporary Storage (NTS) should be calculated for the number of years estimated.
   b) If going OCONUS, we need to find out the duration of the overseas tour. Then if choosing to use Property Management (PM) should be calculated for the number of years estimated. This is the same for Third Party PM or if doing PM on their own.
6. E-mail Center the amount to update PR and short text field with name and TA number. Note: TA must be exact and is best if it does not have “TA number” in the “short text” field. Also make sure numbers such as zero are not actually the letter O.

B. Upload documents received above (via Box) into TechDoc.

C. Find parent ticket in WMS. Input new TechDoc link from newly created document in previous step, in the open task, on the links tab; make a note in the task to the COS Technician working the relocation file.

D. Update Parent ticket to reflect date this information was received from TPC using the Relocation tab, “Rcvd Docs from Contractor” field.

E. Begin organizing documents received to create Electronic File Copy (EFC) and save to N Drive in your working folder.

F. If GHS Waiver was received, send it to the Center webform requestor to get the waiver approved or denied.

G. Prepare NF1450 and attach to Parent ticket.

1. At top of NF1450, type to the left: ticket number; Center: Vendor ID; and right: Retirement Type (Federal Employee Retirement System (FERS), Civil Service Retirement System (CSRS, or CSRS-Offset)).
2. NF1450 box 13 d for Temporary Storage - 60 days is used for CONUS and 90 days for OCONUS.
3. On second page be sure to add “Entitlements Expire:” and “Caseworker:” above remarks section on the right-hand side of the page.
4. For Remarks section on page 2 of NF1450 see TechDoc link for specific wording requested by designated CS L3 POC (XXXXXXXXX).

H. Update Parent ticket to reflect date this step was completed and prepared to forward for estimate using the COS Relocation tab, “Sent to FM SP-L2 Cost Est” field.

Output: Validate all information required to prepare cost estimate is present.

STEP 5. **Center Approver and NSSC Travel (SP-L2)** – Review GHS Waiver (Control Activity).

A. Center Approver reviews the GHS Waiver and annotates approval or disapproval.

B. Center Approver returns the Waiver to the NSSC SP-L2.

C. NSSC SP-L2 updates the documentation in the permanent record in TechDoc.

Output: Decision on Waiver is documented.

STEP 6. **NSSC Travel (SP-L2)** – Prepare cost estimate.

A. Save soft copy of each of the following from SAP:

1. Vendor number assigned to employee—match Social Security Number (SSN) to NF1449 to ensure it is the correct employee and matches new Center ID to the Payment Meth Supplement and to NF1450 to ensure it is the correct vendor number for this TA. Type vendor number in the top center margin of NF1450. SAP Modules: (XK01 Create) (XK02 Change) (XK03 Display) – Include all screenshots (number/pmt meth sup/SSN) to show correct vendor is being used.

B. Using online mileage calculator, save soft copy of map and detailed driving directions, from Center to Center, showing total estimated driving distance. Add 5% buffer for maximum mileage authorized.

C. If En Route is via air, or House Hunting Trip (HHT) is authorized with airfare, include City Pair screenshot to ensure fair booked is not over authorized amount.

   1. Closest airports by Center can be found here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018254&gen=$latest.

   2. City Pair: http://cpsearch.fas.gsa.gov/.

   3. Mark up cost from City Pair by 12% to estimate taxes and annotate $30 CBA Fee.

   4. However, if itinerary is already in-house, use actual amount of the fare and actual fee rate (currently $34.98).

D. If a traveler requests to fly and ship their POV, use this comparison found in TechDoc: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018079&gen=$latest

E. If a traveler wishes to drive one POV with their family and ship a second POV, use this cost comparison: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018082&gen=$latest

F. Save screenshot from FPPS showing Retirement of employee (t-code: pdvw).

G. Mark up HHG Estimate to round to the nearest hundred dollars. Template to use can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020402&gen=$latest

H. Create EFC, creating six sections in the file.

   1. Dividers can be downloaded from TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020385&gen=$latest

   2. Part 1 = copy of trip map with directions and/or city pair fare.

   3. Part 2 = NF1450, NF1449 and other supporting paperwork (except SAP information).

   4. Part 3 = 1575 (used to track actual payments of expense vouchers). Leave blank in initial setup; will be filled in later as vouchers are paid.

   5. Part 4 = Leave blank in initial setup; paid travel vouchers will be filed here later.

6. Part 5 = SAP vendor information and funding estimate and PR screenshots.
7. Part 6 = Federal Personnel Payroll System (FPPS) info (Retirement and State information).

I. Use estimated selling and purchase price with Code of Federal Regulations (CFR) Max, and then reduce by percentage provided by government staff. This percentage is updated annually.

J. Prepare cost estimate in moveLINQ software:

1. Retrieve Employee Identification Number.
   a) Go to the One NASA Web page at https://id.nasa.gov/uss/MyIdentity.uss# to obtain the Universal Uniform Personal Identification Code (UUPIC) #.
      i. Select “People Search” from tool bar and enter employee’s first and last name and hit enter.
      ii. Copy/paste UUPIC # or save soft copy of screenshot.
2. Go to moveLINQ Web site at https://cos.nssc.nasa.gov/moveLINQ/relologin.aspx and login.
   a) Choose Center (should be the Center funding the relocation).
   b) Click “New Relocation”.
   c) Relocation Information: (Use NF1450) Enter all information in CAPS in moveLINQ.
      i. Enter employee UUPIC number. Enter the last name if UUPIC number is unavailable (but should be updated if possible before going to the designated CS L3 POC).
      ii. Enter first name.
      iii. Enter middle initial.
      iv. Enter last name.
      v. Enter employee vendor number in the Relocation Description field.
      vi. Choose the type of relocation.
      vii. Report date: enter employee EOD.
      viii. Enter employee’s TA number in the Order No. field.
      ix. Click Continue.
   d) Employee Information.

3. Complete both sides with employee's current/new home address (Information to fill in this section can be in the folder on either the NF1450 or NF1449).
4. Current/new duty station address.
5. City, state, zip, e-mail address, and phone numbers. If the city is not in the drop down, select unlisted, then type city.
   a) Employee Miscellaneous Info fill in the following from the NF1450.
      i. COS Type: Enter PCS, TCS, NASA FLEX or FIRST DUTY, etc.
      ii. Employee Vendor: Enter vendor number.
      iii. Funds Document: leave blank, CS to populate once funds are setup in SAP.
      iv. PR Number setup for HHG/Entitlement Counseling/PM/GHS expenses.
6. Employee Family
   a) If employee is single, leave blank.
   b) If employee has dependents, add each dependent's name and date of birth (no date of birth necessary for spouse).
7. Save and close.
8. Authorization Information.
   a) Click Create Authorization.
   b) Create each entitlement the employee has been authorized (use RELO Package, NF1450, NF1449 and the funding estimate sheet).
      i. Special instructions for HHG.
         1. Moves performed by TPC.
            a. V1 line should be setup on PR for amount on estimate survey sent in for transportation and storage.
            b. V3 line should be setup for Property Management fees to be performed by Third Party Contractor.
            c. V3 line should be setup for Guaranteed Home Sale allowed.
            d. R67 line should be setup for $300 for Entitlement Counseling.

2. Self-Move.
    a. No money is required for V1 on the PR.
    b. V3 line should be setup for Property Management fees to be performed by Third Party Contractor.
    c. V3 line should be setup for GHS allowed.
    d. R67 line should be setup for $300 for Entitlement Counseling.
    e. Put $2500 for DITY Move, as “cash”.
    f. Storage is limited to TPCs estimates.
3. Storage Tax Employee Portion (STEP) – note: previously named this since only a portion of storage was taxable, now all 3rd party services are taxable (except GHS and EC). Keeping acronym “STEP” for process use.
    a. When 3rd Party HHG movement/storage is estimated, taxes need to be calculated.
    b. Use moveLINQ test environment (https://cos-test.nssc.nasa.gov/moveLINQ/ReloLogin.aspx), go into Relo ARC organization for template to use.
    c. The net due amount on the tax tab, will be input into the Relocation Estimate as a line item for STEP as cash, and should be estimate for in the 400#, direct reimbursement side.

ii. Special Instructions for En Route Travel (see e-mail in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018189&gen=$latest

1. Direction received from designated CS L3 POC on 8/19/14:
    a. Effective immediately, all travel with En Route mileage of 499 or less shall not include any per diem calculation within the Authorization Estimate. All Authorization Estimates with expected mileage of 500 or more should

continue to include a financial placeholder for per diem. Be advised, any orders currently in my workflow management system account as of COB 19 August 2014 will be allowed to proceed as written.

b. No M&IE should be in moveLINQ; nor the box checked on the 1450C.

iii. Real Estate:

1. Sale – Estimated Selling price X 10% x 65%
2. Purchase – Estimated Purchase price x 5% x Variable rate by Center. These rates are re-evaluated each September:

AFRC	45%
ARC	45%
GRC	45%
GSFC	55%
HQ	55%
JSC	55%
KSC	55%
LARC	45%
MAF	45%
MSFC	45%
NSSC	45%
SSC	45%
WALLOPS ISLAND	55%

c) Select Tax Info from menu bar.

i. Choose the tax state and the rate will populate automatically.

ii. Generally, First Duty, Transferees, and SES are taxable. However, for OCONUS transfers, pre-departure lodging/subsistence (part of the Foreign Transfer Allowance) is non-taxable. The U.S. Department of State website reflects, "**Note: Taxation of Allowances under the DSSR (DSSR 054):** The Internal Revenue Service considers "incentive" allowances (Post Differential, Danger Pay, and Difficult-to-Staff Incentive Differential) as additional compensation; they are included in gross income for federal income tax purposes. Other allowances under the DSSR are considered "reimbursements" for extraordinary expenses due to a foreign assignment and are not taxed."

Also, an Overseas Tour Renewal Agreement (OTRAT) is not taxable to the traveler. Transportation and per diem authorized under 5 U.S.C. Chapter 57, § 5728 (Travel and Transportation Expense; Vacation Leave) https://www.law.cornell.edu/uscode/text/5/5728 relate to expenses for a temporary trip to the place of an employee's actual residence after satisfactory completion of an agreed period of service outside the United States, before serving another tour of duty at the same or another post of duty outside the United States. OTRAT is not a moving expense within the meaning of sections 132(g) and 217 of the Code. The tax treatment of these expenses is not affected by the Tax Cuts and Jobs Act. Additionally, Educational and Emergency Travel are not taxable to the traveler. 26 U.S.C. 912 exempts "Overseas Differentials and Allowances" under 5 U.S.C Chapter 59, SubChapter III - Education Travel is in section 5924 (4).

Note: Emergency Travel is worked on an expedited schedule due to the nature of the travel.

d) Save.

e) Accounting Code Parts: (Use SAP worksheet located in the traveler's folder second tab.)

   i. Using the drop down, enter the:

      1. Fund.
      2. General Ledger Account (GLA).
      3. Cost Center - If Choice is not available, it should be added using moveLINQ admin instructions.
      4. Order.

5. Work Breakdown Structure (WBS) - If Choice is not available, it should be added using moveLINQ admin instructions.
6. Provider.

ii. Click Save.

f) Comments: Enter any remarks deemed necessary from the NF1450 remarks section.

g) Save.

h) Go to Main Tab and click Print Preview. Save estimate adobe file.

K. Save a copy to be attached to Parent ticket.

L. Update the Parent ticket to reflect the date the estimate was completed.

M. Lock in text edits by printing the EFC file to the Adobe printer, before attaching in next step.

N. Attach the following files to the Parent ticket:

1. In-form filler 1450 (.ifm file) – if applicable (older files). A blank template can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020579&gen=$latest.
2. NF1450 PDF (not locked for newer files but locked for 1450 created via Inform filler) This should be downloaded from the NASA Electronic Forms (NEF) portal: 1450C: https://forms.neacc.nasa.gov/documents/11002/137954/NF1450C.pdf: 1450O: https://forms.neacc.nasa.gov/documents/11002/137954/NF1450O.pdf.
3. moveLINQ estimate PDF file.

a) EFC PDF copy.

O. Forward for Quality Assurance (QA) to COS Travel Lead (L2) or designee.

P. Once QA is complete, task is routed to CS-L3, via Task, for approval using the COS Relocation tab, “Sent to HR CS Sign” field.
Output: Complete NF1450 and estimate.

STEP 7. **<u>NSSC Travel (CS-L3)</u>** – Obligate funds in SAP via funds commitment (FC) document (Control Activity).

A. If the FM-CS-L3 Approver concurs with the cost estimate, FM-CS-L3 electronically signs the NF1450 and moveLINQ estimate. The signed copy is then attached to the Parent ticket and the task is routed to FM-CS L3 funding POC.

1. Update COS Data Form with “Sent to FM CS Oblig.”

B. FM-CS-L3 Approver routes task to FM-CS-L3 funding POC to obligate the funds by Standard General Ledger (SGL) account and entitlements in SAP. To obligate funds:

1. Access FMZ1 in SAP.
2. Input TP as document type.
3. Input Doc. text field with employee’s name in all caps (ex: DOE, JOHN).
4. Input SAP journal entry generated by moveLINQ Estimate.
5. Click “Check” key on toolbar and ensure the journal entry balances to the worksheet.
6. When complete, save (floppy disc icon).
7. Access FMZ3. Alt + Print Screen and add to EFC.
8. Enter “400” document number on the moveLINQ estimate report of the EFC and on the NF1450.

C. Print the EFC and the NF1450 to Adobe to lock modifications.

D. Save a copy of the moveLINQ estimate to task.

E. Update ticket with saved copies of the EFC and the NF1450. Delete the original copies attached by the SP.

F. Route task to COS SP-L2 for distribution and uploading of EFC.

1. Update COS Data Form with date “Sent to FM SP-L2 Image.”

G. If no Advance, go to Step 12.

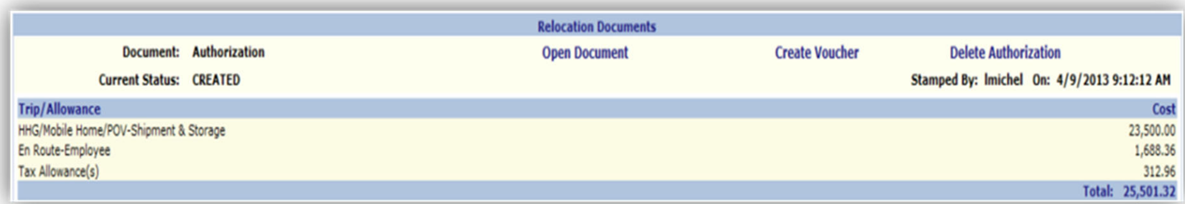
Output: Funds obligated.

STEP 8. **<u>NSSC Travel (SP-L2)</u> –** Update moveLINQ with “400” number and submit as well as e-mail mLINQ estimate to Center POCs and NSSC POCs.

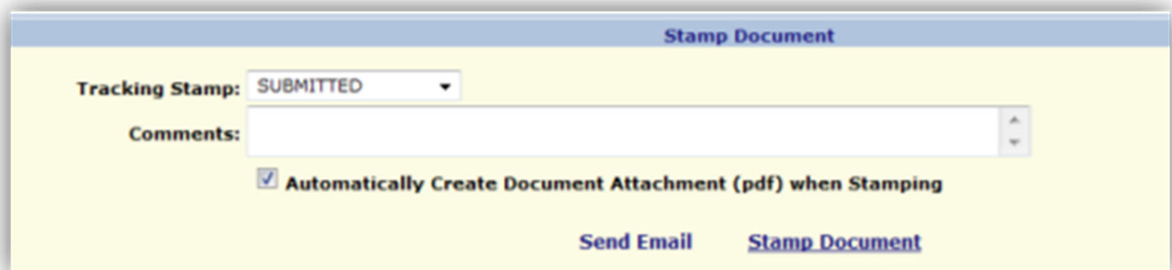
A. Log into mLINQ production to update moveLINQ with the “400” funds commitment document number.

1. Access mLINQ production.
2. Select “Relo” organization [This is the Center paying for the move.]
3. Click submit.
4. Enter the first few letters of the employee's last name in the "Last Name” Field and click “search”.
5. Click the number under “Relocation Description” [This is the traveler’s vendor number].
6. Click the “Employee” tab.

7. Scroll to the bottom of the screen and input the funds commitment document number in the “Funds Doc“ Field.
8. Scroll back up to the top and click “Save”.
9. Click the “Relocation” tab.
10. Click “Open Document”; in the document type “Authorization”.



11. Click “Print Preview”. Save the mLINQ estimate [Suggestion: Save as the vendor number for use in the e-mail notification to Center Funding POCs].
12. Click the “Tracking” tab.
13. In the “Stamp Document” box, click the drop-down arrow and select “Submitted” in the “Tracking Stamp” field.



14. Place a check in the “Automatically Create Document Attachment (pdf) when Stamping” box.
15. Click “Stamp Document”.
16. Always click “Close” to exit from the screen. Note: Never click the X to close a screen in mLINQ as this causes the record to be locked and requires a user with Admin roles to reset.

B. E-mail appropriate parties stating funding has been committed with a copy of the moveLINQ estimate saved above in A.11. NOTE: Do not send the moveLINQ estimate signed by CS-L3 Approver. Appropriate parties include the “Requestor” from the HR Webform, the Funding Center’s POC, and the NSSC CS/SP COS team. Include the “400” document number from SAP in the e-mail as reference. See Appendix I for example e-mail.
C. Proceed to Step 12

STEP 9. **<u>NSSC Travel (SP-L2)</u>** – Advance to transferee (Control Activity).

A. Receive the SF 1038 Request for Advance via WMS ticket. Calculate the advance amount. Issue advance only if necessary and following 41 CFR guidelines.

B. Note: 41 CFR 302-2.23 Advance -Encourage use of government credit card.

Output - Advance amount determined.

STEP 10. **<u>NSSC Travel (CS-L3)</u>** – Approve Advance (Control Activity).

A. Receive task for Advance of Funds.

B. Review and approve the SF 1038.

1. Digitally sign documents.
2. Attach signed documents to the ticket.

C. Route task back to SP-L2.

STEP 11. **<u>NSSC Travel (SP-L2)</u>** – Record and Create advance payment proposal in SAP (Control Activity).

****Important**** The advance cannot be entered into SAP until the day it will be paid.

A. Receive approved SF 1038 from the COS designated CS L3 POC.

B. Verify the calculation is at 85% of what would have been allowed.

C. Verify the FC document has been established in SAP by going to EFC file to get the “400” document number.

D. Verify the entitlement the employee has requested has been granted. (This means there is a line obligated in SAP for this entitlement and it is signed off on the employee’s NF1450).

E. Login to SAP.

F. Go to T-Code F-47 (Post Down Payment Request).

1. Fill in Document date: (Today’s date).
2. Doc Type: ZE (Travel Advance).
3. Doc header Text: Traveler’s last name.
4. Vendor Account: Employee’s vendor account.

5. TRG.spG/L ind: Y.
6. Press Enter.
7. Amount: Dollar amount approved (Once it has been verified.)
8. BA = BA paying for relocation.
9. Due on current date.
10. Pmt Method: P or C (Find this information in the vendor number.).
11. Pmt meth supl: BA paying for relocation.
12. Earmd Funds: employee's FC document and entitlement line.
13. Text: TA number.
14. Press the Save Icon.

G. The bottom of the next screen will give you a "1700" document number. (Type this on form 1038.)

H. Go to T-Code FB03 and enter in the new "1700" document number to get a print screen to add a screen shot to form 1038.

I. Attach updated 1038 and screenshot to Advance ticket.

J. Complete a payment proposal and update COS Status as "Voucher approved." (**Note**: The proposal must be run the same day it is posted in SAP, or it will have to be reversed and re-entered.)

K. Relate Proposal ticket to Advance ticket.

L. Advance task should be routed to SP L2 technician to add to Employee EFC file.

Output: Advance and payment proposal are entered into SAP.

STEP 12. **<u>NSSC Travel (SP-L2)</u>** – Create COS EFC file in TechDoc.

A. Receive travel order documents from FM-CS-L3 after funding has been established.

B. Add six bookmarks in EFC at each section break:

1. Part 1 = Misc. Info - copy of trip map with directions and/or city pair fare.
2. Part 2 = Travel Orders - NF1450, NF1449 and other supporting paperwork (except SAP information).

3. Part 3 = 1575 (used to track actual payments of expense vouchers). Leave blank in initial setup; will be filled in later as vouchers are paid.
4. Part 4 = Paid Vouchers - Leave blank in initial setup; paid travel vouchers will be filed here later.
5. Part 5 = SAP & Estimates - SAP vendor information and funding estimate and PR screenshots.
6. Part 6 = FPPS - info (Retirement and State information).

C. Distribute Orders providing a copy of the NF1450 to the NASA Center Requestor, NASA Relocation Contractor, and to the employee.

1. Create a folder in technician’s working folder on the N drive labeled, “Distribution.”
2. Log into the WMS.
    a) Open the Parent ticket.
    b) Go to the Attachments tab.
    c) From the Attachments side, open the following attachments and save them to the Distribution folder created:
        i. EFC PDF.
        ii. 1450 PDF (unlocked).
        iii. 1450 PDF (signed).
        iv. 1450 .ifm (if applicable).
        v. moveLINQ estimate PDF
3. In Adobe Professional, open the EFC file.
    a) Using the ‘Panel Buttons’ located in the left side of the PDF screen, click on the Pages button to view all the documents in the attachment.
    b) Scroll through the Pages panel and highlight the document labeled Part 2: Travel Orders. Right click on the Part 2: Travel Orders document, choose Insert Document. From File, select the 1450 PDF (signed) file saved in the Distribution folder, leave the default Location field as “After”, click OK, click Save.
    c) Scroll to the top of the Pages panel to create bookmarks for each divider page. To create bookmarks, do the following:
    d) Click on “Part 1: MISC”.

i. Click on Bookmarks button, Options, New Bookmark, type "MISC," Enter, Save.

1. Bookmark Map.

e) Scroll to and click on Part 2: Travel Orders.

i. Click on Bookmarks button, Options, New Bookmark, type "TRAVEL ORDERS," Enter, Save.

1. Bookmark webform.
2. Bookmark Service Agreement.

f) Scroll to and click on Part 3: 1575.

i. Click on Bookmarks button, Options, New Bookmark, type "1575", Enter, Save.

g) Scroll to and click on Part 4: Paid Vouchers.

i. Click on Bookmarks button, Options, New Bookmark, type "PAID VOUCHERS," Enter, Save.

h) Scroll to and click on Part 5: SAP & Estimate.

i. Click on Bookmarks button, Options, New Bookmark, type "SAP & ESTIMATE," Enter, Save.

i) Scroll to and click on Part 6: FPPS.

i. Click on Bookmarks button, Options, New Bookmark, type "FPPS," Enter, Save.

4. Log into TechDoc.

a) Create new folder.

i. In TechDoc, go to FM – TRAVEL – COS VOUCHERS folder. Open the appropriate Center folder to create a folder for the traveler as follows:

ii. From the gray box located on the left of the TechDoc screen, click on "Create Folder."

iii. Type the traveler's name in the Name field as follows: Last Name_First Name_Middle Initial.

iv. Description field: COS Last Name, First Name Middle Initial, Travel Authorization Number.

v. Reason field: type "New Folder."

vi. Click Next.

vii. Click Read.

viii. Go to Shared Lists box and type “F” twice to select FM-PCS-READ, Click Add. This will flood the selected Lists box to the right of the screen.

ix. Click Read.

x. Go to Shared Lists box and type “F” once to select FM-PCS-OWNER, click Add. This will flood the selected Lists box on the right of the screen. Click on Owner box.

xi. Find HR_SP_Services and choose Read and add.

xii. Click Next.

xiii. Click Remove All to remove *Local Users (R) from the selected Users box to the right of the screen.

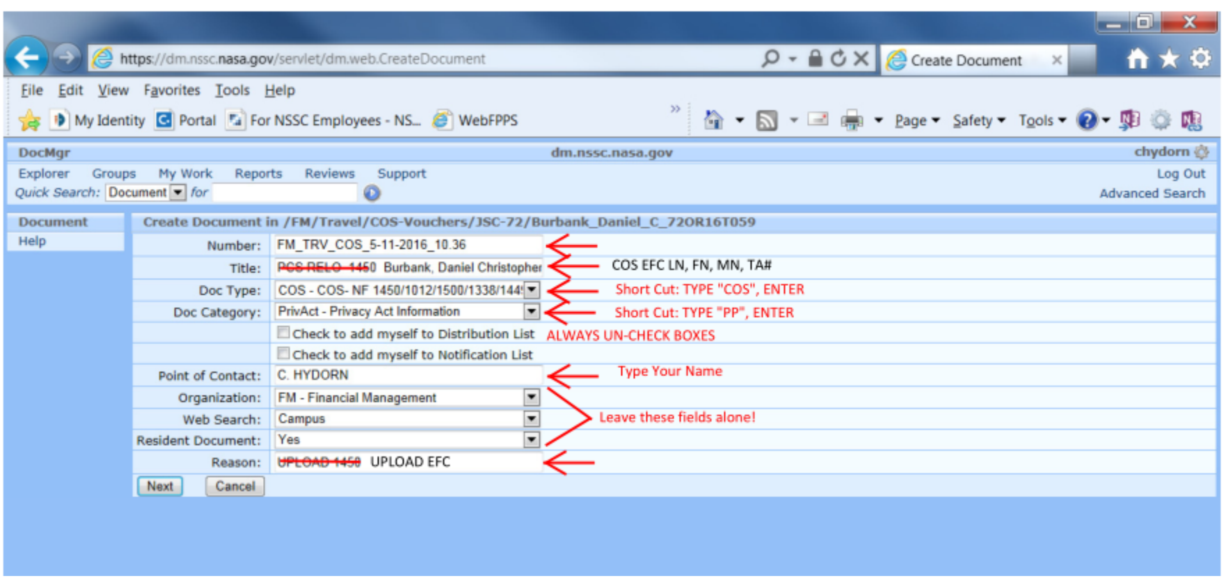
xiv. Click OK. The folder is now created.

b) Create EFC document within the new folder:

i. From the gray box located on the left of the TechDoc screen, click on Create Document.

ii. Use Tool located in TechDoc for proper naming scheme: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018201&gen=$latest

COPY/PASTE "NUMBER" AND "TITLE" FIELD FROM THE "TECH DOC UPLOAD SPREADSHEET.XLSX - EXCEL" WORKSHEET



iii. Number field type: FM_TRV_COS_DATE_TIME.

iv. Title field type: “COS EFC Last Name, First Name, Travel Authorization Number”.

v. Doc type field: select from the pull-down menu: COS – COS-1450/1012/1500/1338/1449/KDP-F1909 (or hit the letter “C” until it appears).

vi. Doc Category field: select Priv-Act-Privacy Act Information (or hit the letter “P” until it appears).

vii. Uncheck the small boxes next to:

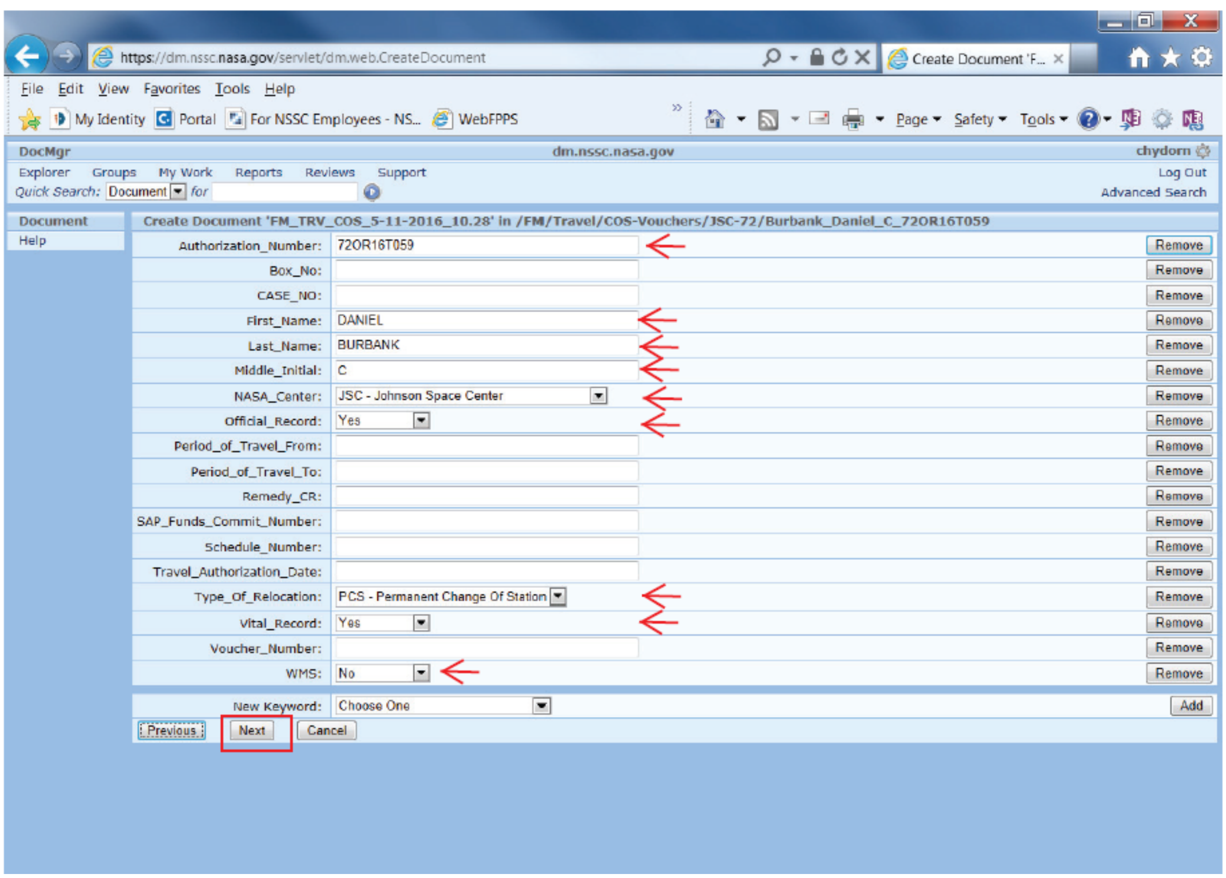
viii. Check to add myself to Distribution List
Check to add myself to Notification List.

ix. Point of Contact field: type your name.

x. Reason field: type “Upload EFC File”.

xi. Click Next.

COMPLETE FIELDS WITH RED ARROWS, THEN CLICK "NEXT"



xii. Authorization field: type the traveler's Travel Authorization Number.

xiii. First Name field: type traveler's first name.

xiv. Last Name field: type traveler's last name.

xv. Middle Initial field: type traveler's middle initial.

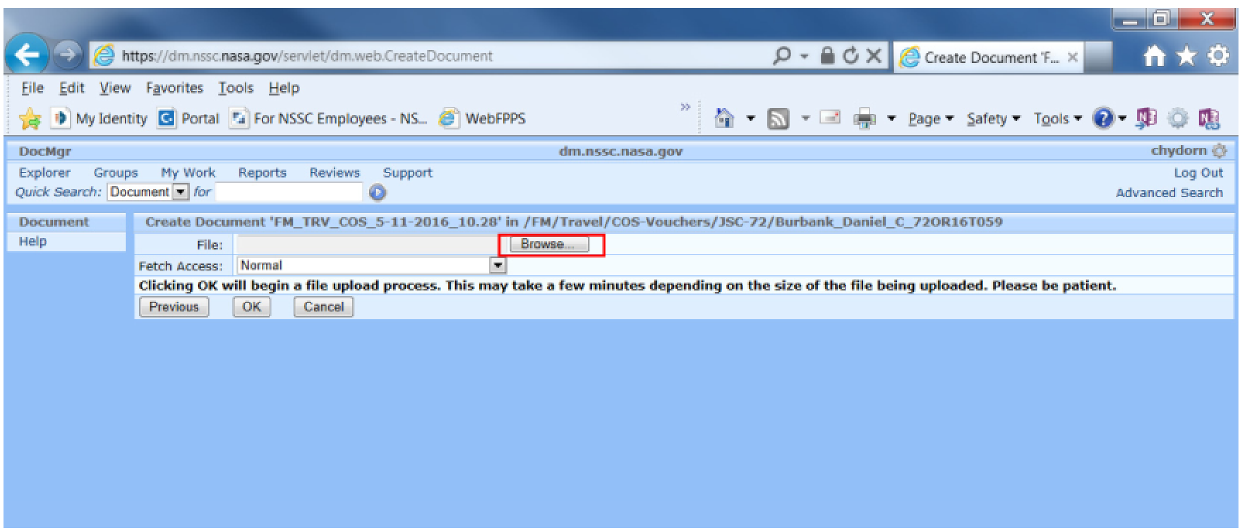
xvi. NASA Center field: select new Center to which the traveler is relocating.

xvii. Type of Relocation field: select the type of relocation from the pull down menu, i.e., First Duty.

xviii. Click Next.

xix. Click Browse.

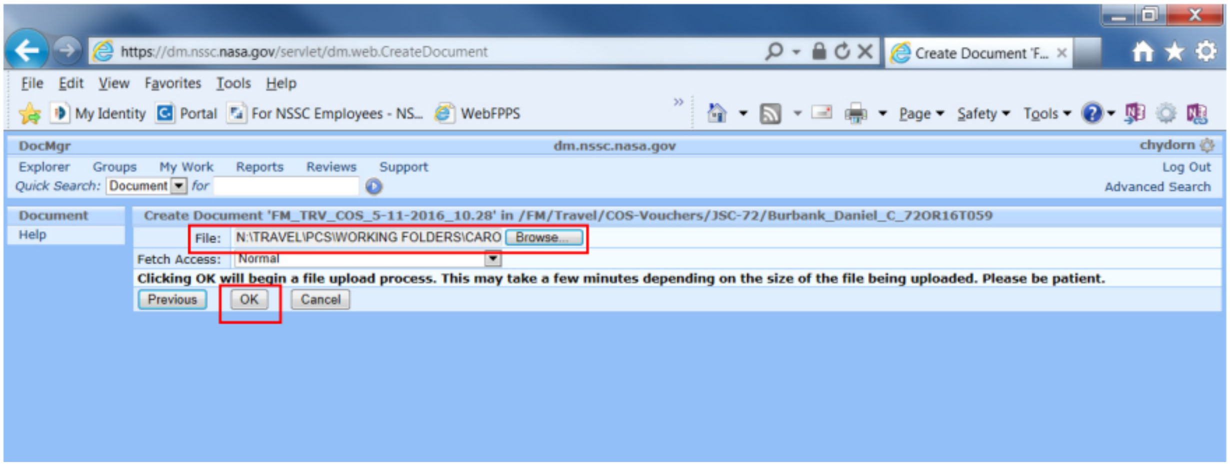
BROWSE TO THE FOLDER WHERE YOU HAVE THE (BOOKMARKED) EFC FILE SAVED.



xx. Select the traveler's EFC file saved in the desktop Distribution folder.

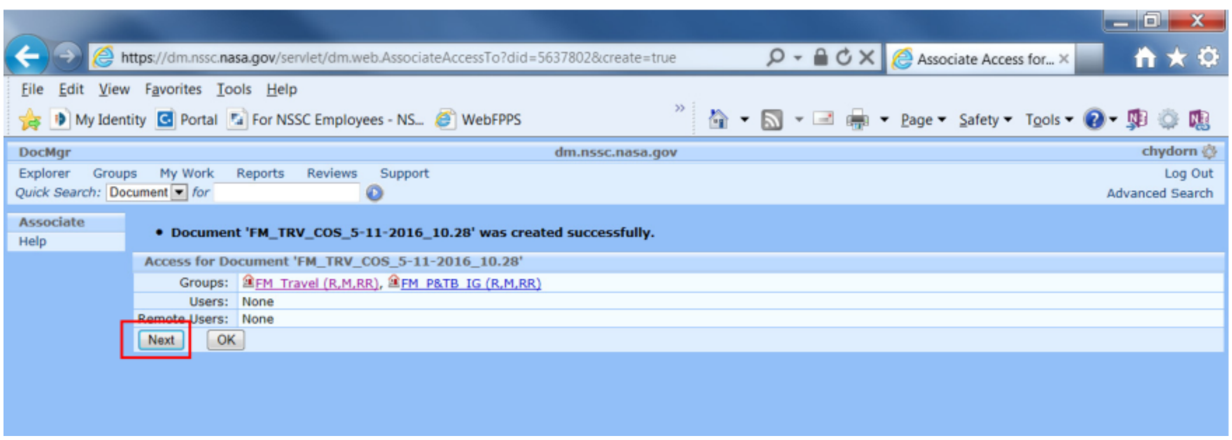
xxi. Click OK.

EFC FILE IS UPLOADING INTO TECH DOC, THEN CLICK "OK"



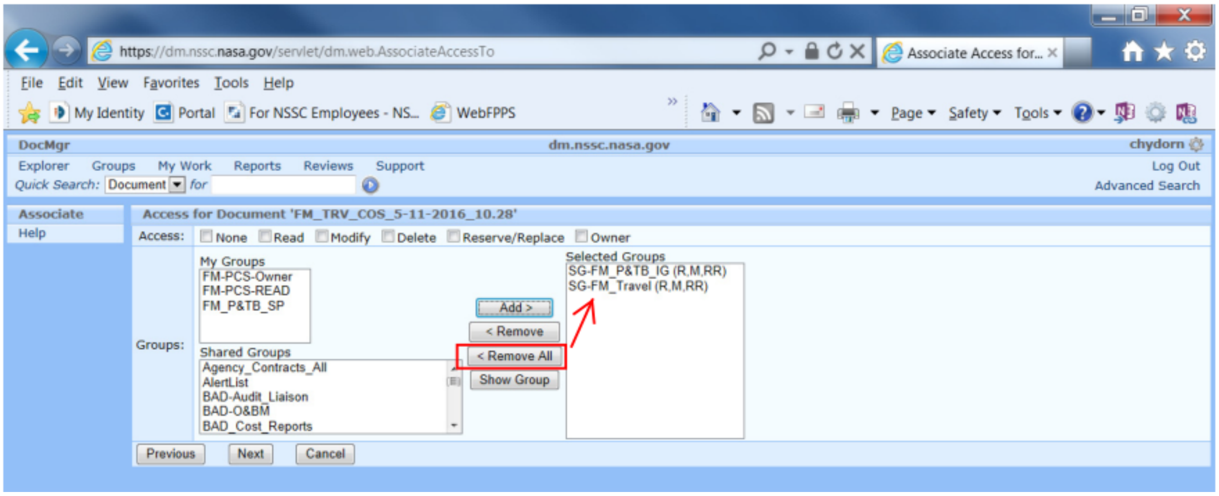
xxii. Click Next.

CLICK "NEXT"

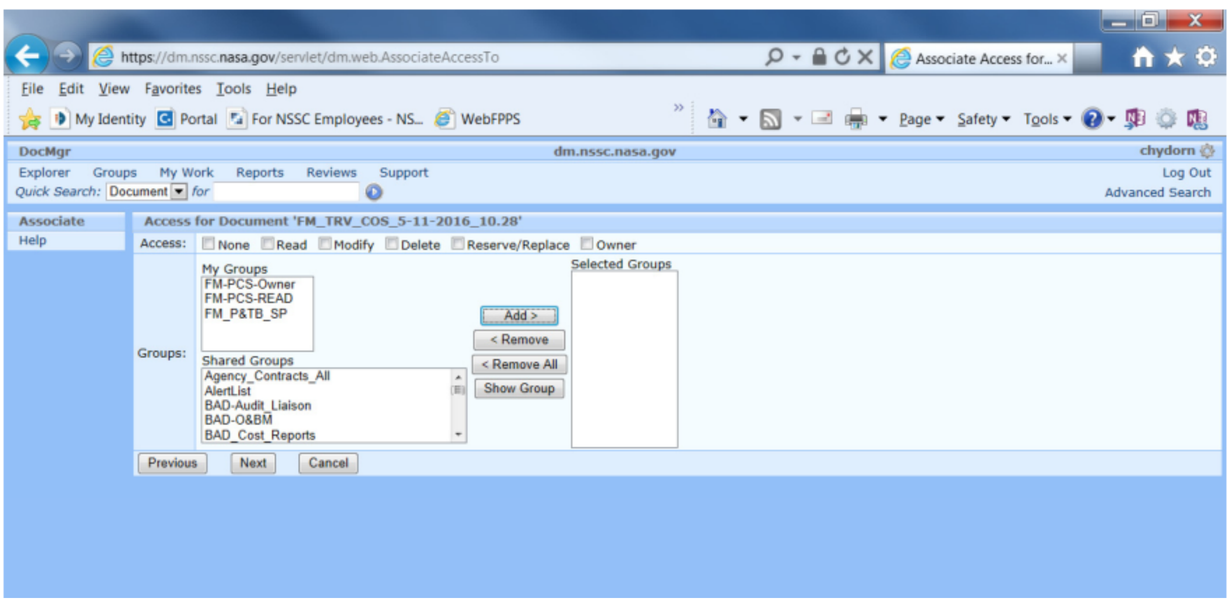


xxiii. Click Remove All.

CLICK "REMOVE ALL" TO REMOVE THE LISTS FROM THE "SELECTED GROUPS" FIELD.



"SELECTED GROUPS" BOX IS NOW EMPTY.
CLICK THE BOX NEXT TO "READ", THEN CLICK THE "FM-PCS-READ" LIST, THEN CLICK "ADD" TO PUT IT INTO THE "SELECTED GROUPS" BOX.
CLICK THE BOX NEXT TO "OWNER", THEN CLICK THE "FM-PCS-OWNER" LIST, THEN CLICK "ADD" TO PUT THE LIST INTO THE "SELECTED GROUPS" BOX.
CLICK THE BOX NEXT TO "READ", THEN SCROLL DOWN INTO THE "SHARED GROUPS" BOX AND SELECT "HR SP SERVICES" AND CLICK "ADD" TO PUT IT INTO THE "SELECTED GROUPS" BOX.
SEE SCREEN SHOT ON THE FOLLOWING PAGE.



xxiv. Click Read.

xxv. Go to Shared Lists box and type “F” twice to select FM-PCS-READ, Click Add. This will flood the selected Lists box to the right of the screen.

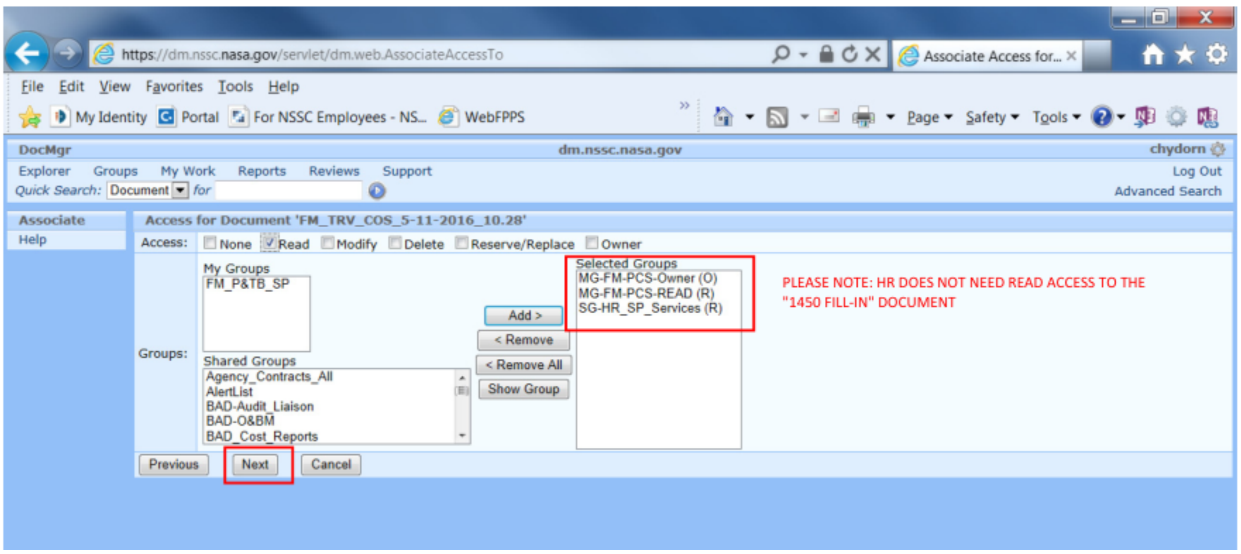
xxvi. Click Read.

xxvii. Go to Shared Lists box and type "F" once to select FM-PCS-OWNER, click Add. This will flood the selected Lists box on the right of the screen.

xxviii. Find HR_SP_Services and choose Read and add.

xxix. Click Next.

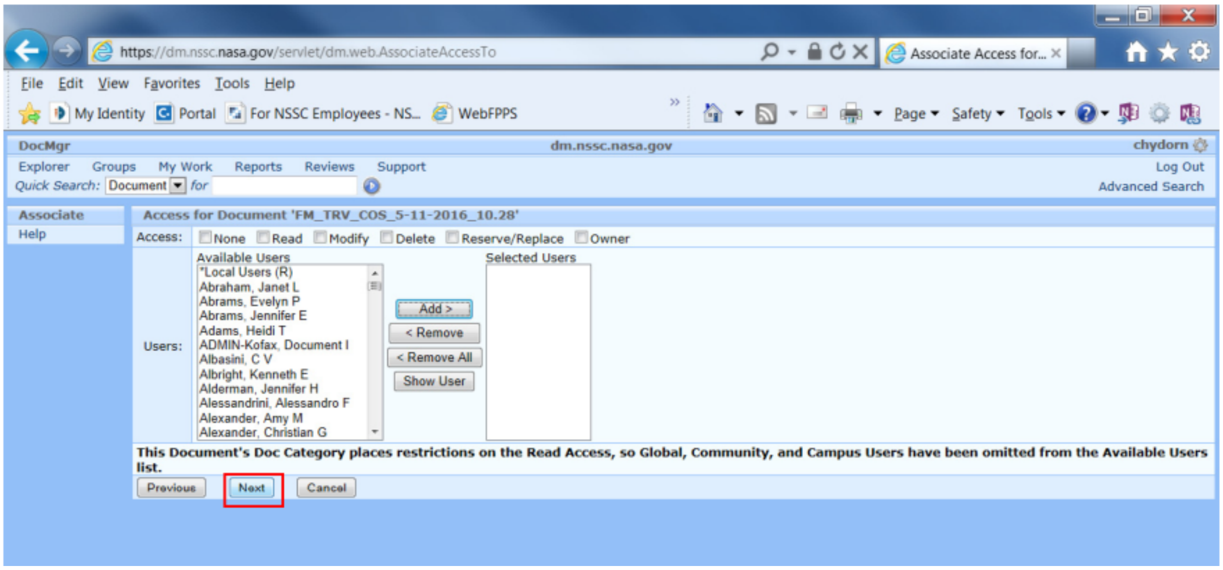
ONCE THE LISTS ARE ADDED, CLICK "NEXT"



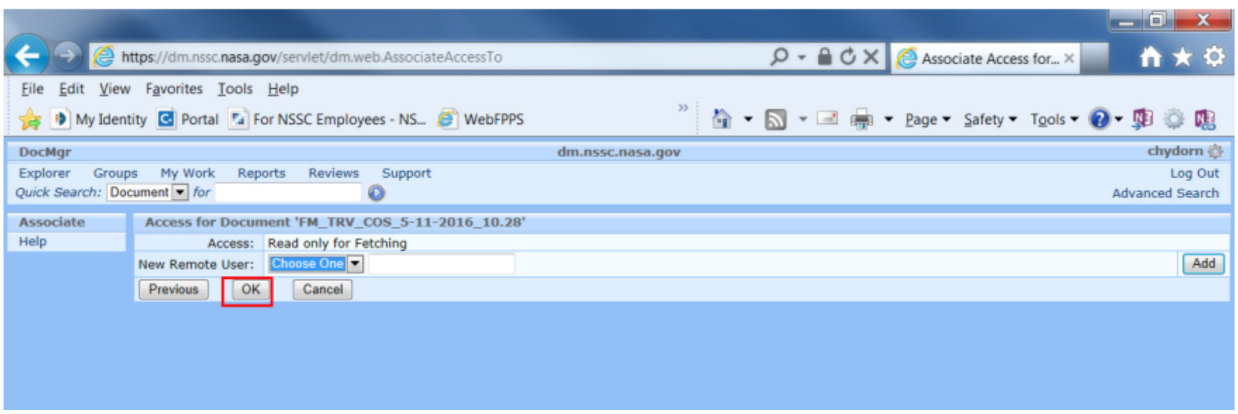
xxx. Click Remove All to remove *Local Users (R) from the selected Users box to the right of the screen.

xxxi. Click OK.

THE "SELECTED USERS" BOX SHOULD BE EMPTY. CLICK NEXT.

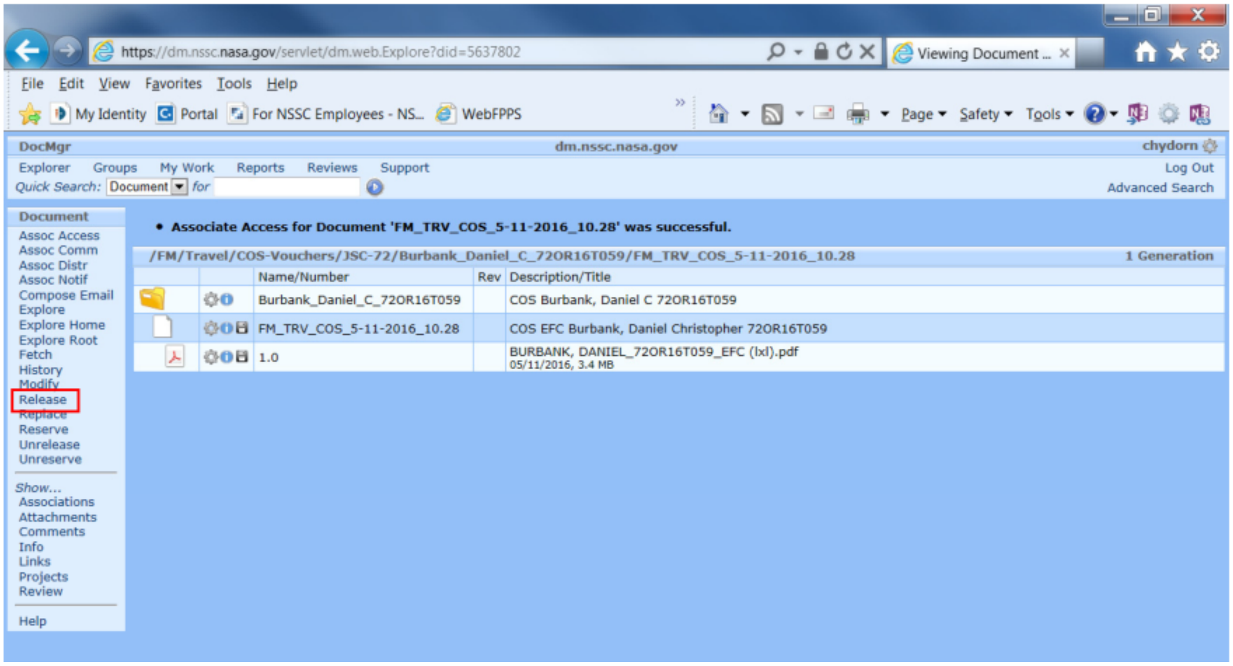


CLICK "OK"



xxxii. From the gray box to the left of the screen select Release.

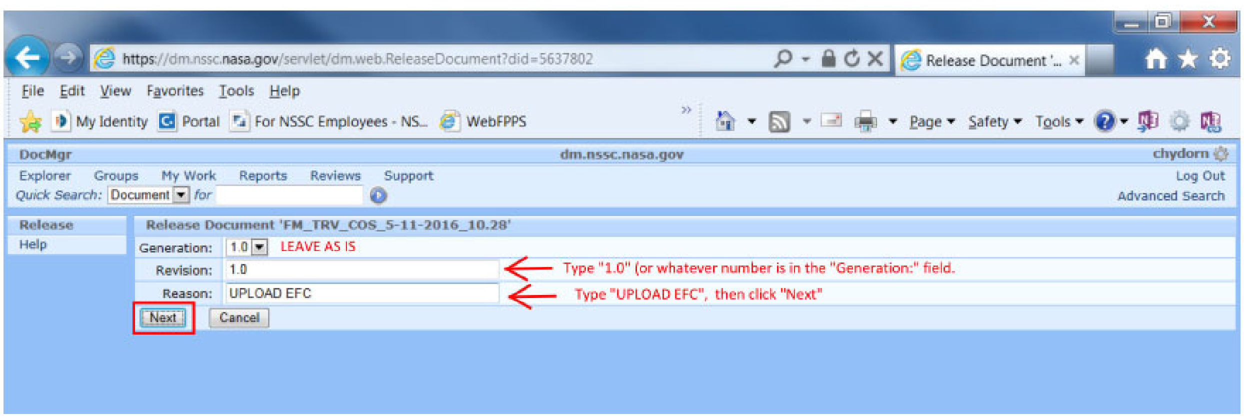
CLICK "RELEASE" FROM THE GREY BOX ON THE LEFT



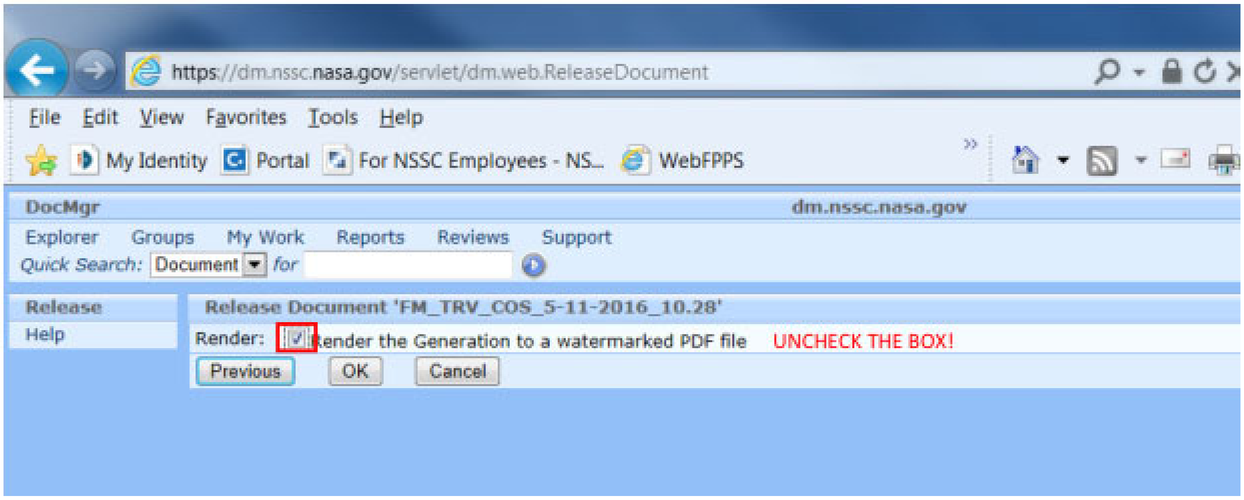
xxxiii. Revision field: type “1.0.”

xxxiv. Reason field: type “Upload EFC File.”

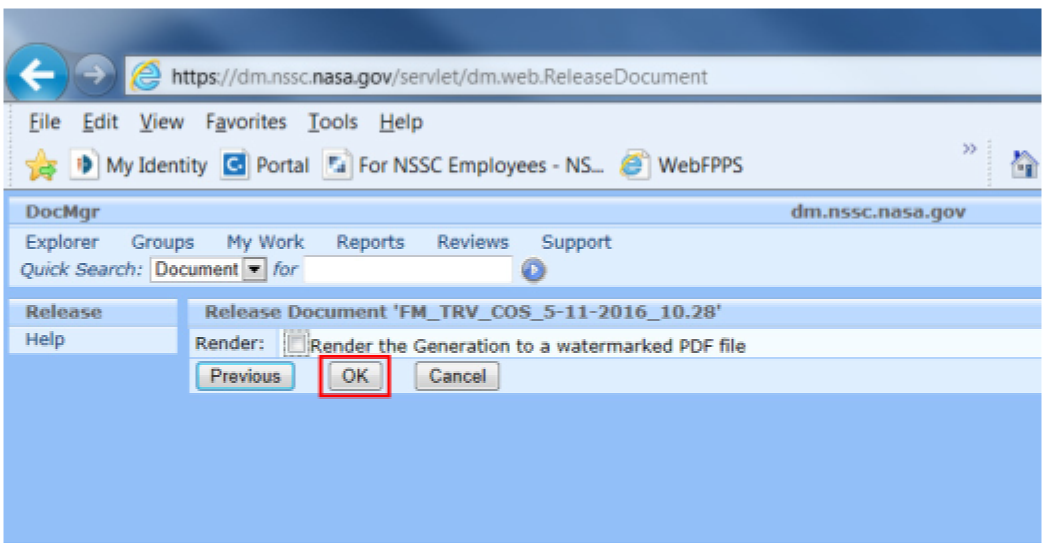
xxxv. Click Next.



xxxvi. Uncheck “Render the Generation to a watermarked PDF file.”



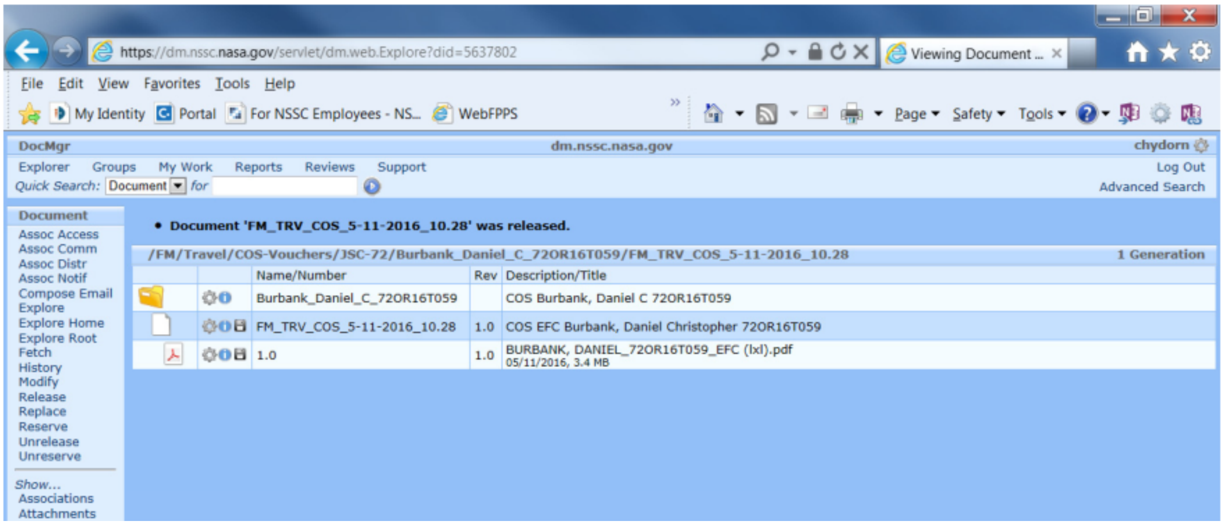
BOX IS UN-CHECKED, THEN CLICK "OK"



xxxvii. Click OK.

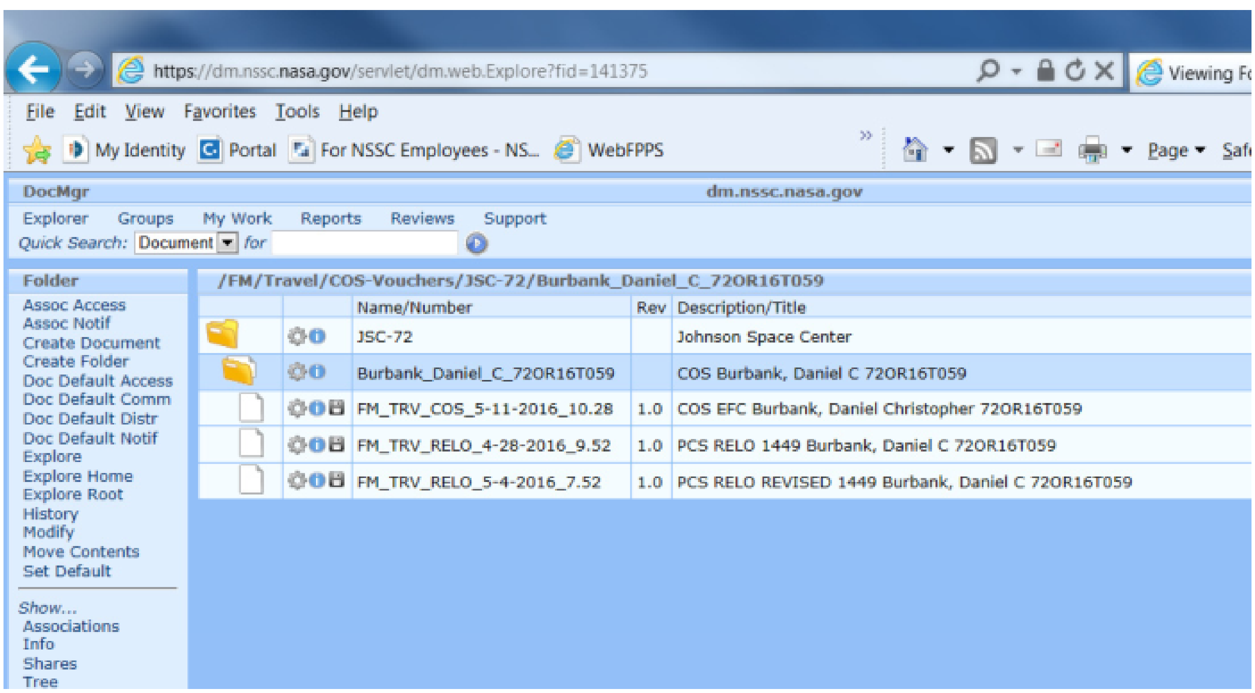
xxxviii. Creation of EFC document is complete.

THE EFC FILE IS NOW UPLOAD INTO TECH DOC. CLICK ON THE FOLDER ICON - SEE NEXT SCREEN SHOT



xxxix. Create document for the Fill in NF 1450 file:

REPEAT THESE STEPS TO UPLOAD THE "1450 FILL-IN" DOCUMENT.



xl. From the gray box located on the left of the TechDoc screen, click on Create Document.

xli. Number field type: FM_TRV_COS_DATE_TIME.

xlii. Title field type: COS 1450 Last Name, First Name, Travel Authorization Number.

xliii. Doc Type field: select from the pull down menu: COS – COS-NF 1450/1012/1500/1338/1449/KDP-F1909" (or hit the letter "C" until it appears).

xliv. Doc Category field: select Priv-Act-Privacy Act Information (or hit the letter "P" until it appears).

xlv. Uncheck the small boxes next to:
Check to add myself to Distribution List
Check to add myself to Notification List.

xlvi. Point of Contact field: type your name.

xlvii. Reason field: type "Upload 1450 File".

xlviii. Click Next.

xlix. Authorization field: type the traveler's Travel Authorization Number.

l. First Name field: type traveler's First Name.

li. Last Name field: type traveler's Last Name.

lii. Middle Initial field: type traveler's Middle Initial.

liii. NASA Center field: select new Center to which the traveler is relocating.

liv. Type of Relocation field: select the type of relocation from the drop down menu, i.e., First Duty.

lv. Click Next.

lvi. Click Browse.

lvii. Select the traveler's 1450.IFM file saved in the desktop Distribution folder.

lviii. Click OK.

lix. Click Next.

lx. Click Read.

lxi. Go to Shared Lists box and type "F" twice to select FM-PCS-READ. Click Add. This will flood the selected Lists box to the right of the screen.

lxii. Click Next

lxiii. Go to Shared Lists box and type “F” once to select FM-PCS-OWNER”. Click Owner and Add. This will flood the selected Lists box on the right of the screen.

lxiv. Find HR_SP_Services and choose Read, and add

lxv. Click Next

lxvi. Click Remove All to remove *Local Users (R) from the selected Users box to the right of the screen.

lxvii. Click Ok

lxviii. From the gray box to the left of the screen select Release.

lxix. Revision field: type “1.0”.

lxx. . Reason field: type “Upload 1450 File.”

lxxi. Click Next.

   i. Uncheck Render the Generation to a watermarked PDF file.

lxxii. Click OK.

lxxiii. Creation of 1450 document is complete.

5. Distribute the Form 1450

   a) Open the traveler’s 1450 PDF saved on the desktop “Distribution” folder.

   b) From the ADOBE toolbar, click on “Mark for Redaction”

   c) Using the curser, click and drag to cover the Personally Identifiable Information (PII) information:

      ii. SSN.

      iii. Employee’s address.

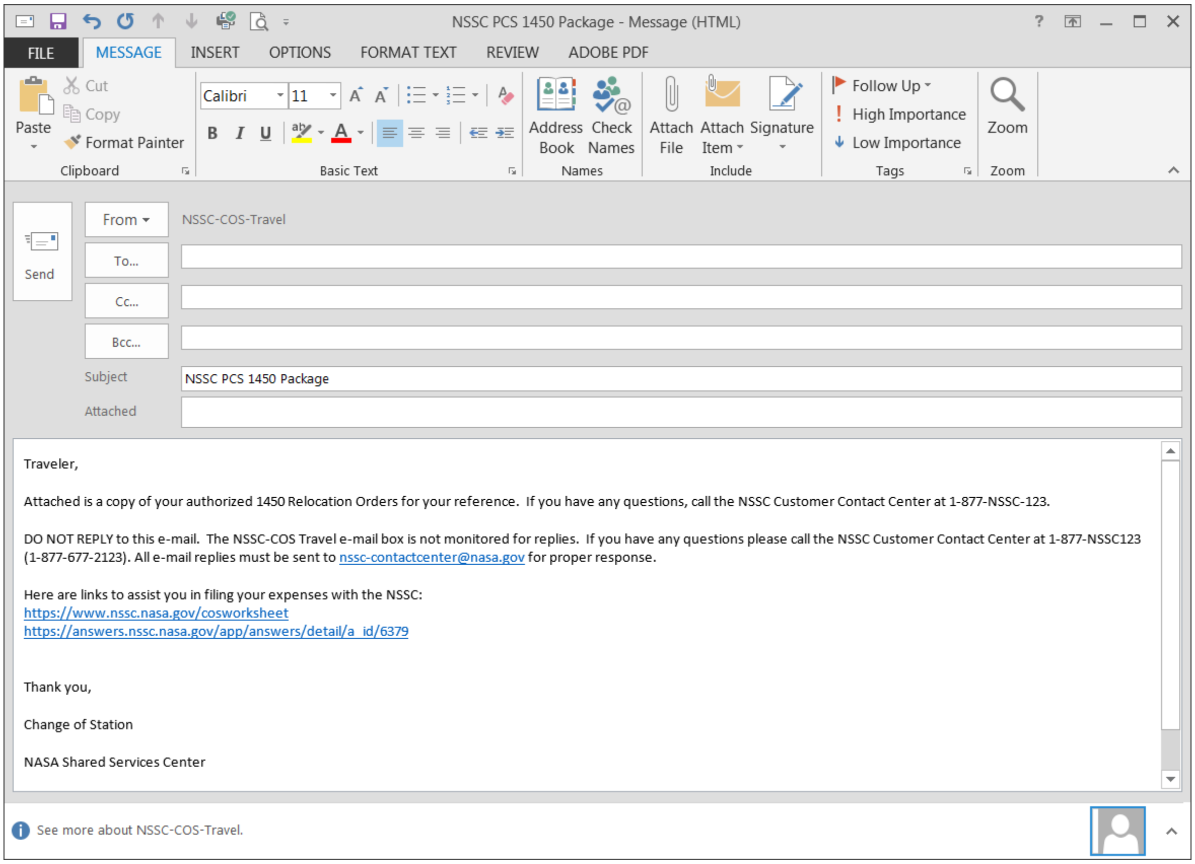
      iv. Telephone number(s).

      v. Children’s birth dates.

         1. Click on Apply Redactions.

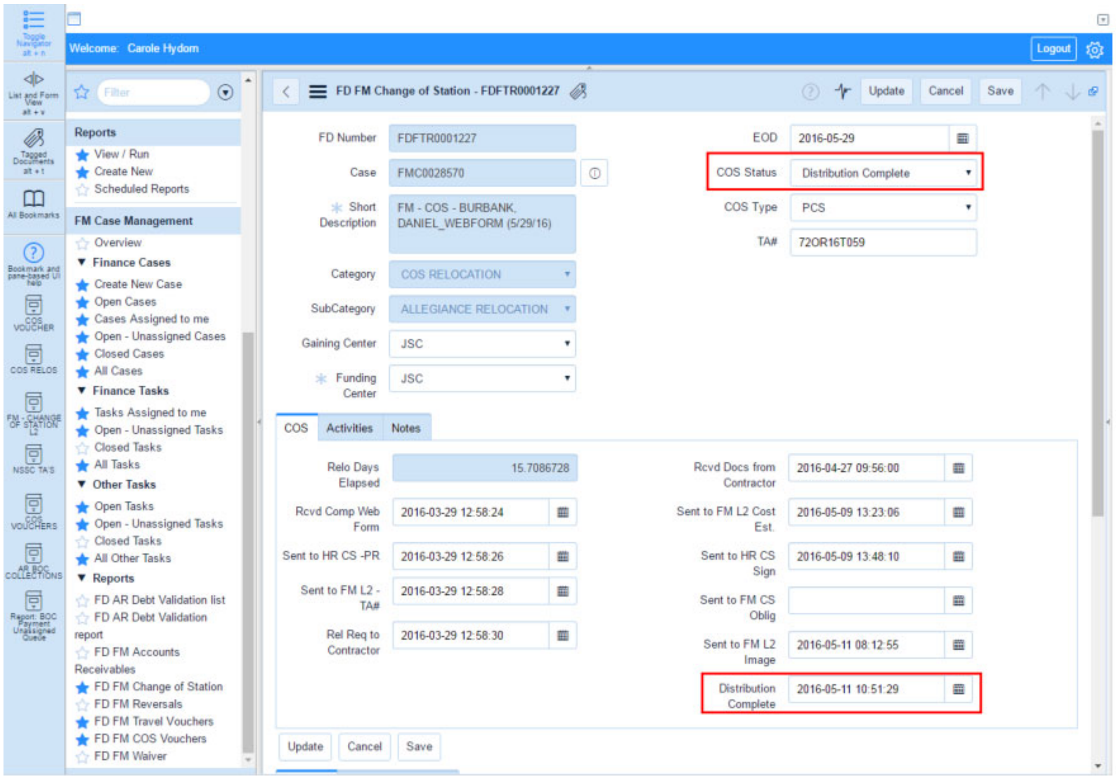
         2. Click OK.

3. Save as: Last Name_First Name_Travel Authorization Number_1450.
4. Log on to the Travel E-mail Box in Outlook.
5. Go to the Sent folder and open a previous e-mail sent for the purpose of distributing a 1450.
6. From the toolbar, click on Other Actions.
7. Select from the drop down menu Resend this message.
8. Change the “To” field to the pertinent traveler’s name.
9. Change the Center requestor’s name in the “BC” field.
10. Also, BC Relocation Contractor POCs.
11. Change the traveler’s name in the body of the e-mail verbiage.
12. Remove previous attachment and attach the pertinent 1450 PDF file to the e-mail.
13. Send the 1450 to the traveler’s office e-mail address and his/her home e-mail address (reference the traveler’s webform in the EFC attachment for the Center requestor’s name and the traveler’s e-mail address information).



b) In the WMS:

1. Open the traveler's Parent ticket.
2. In the General tab, change the Status field to Resolved.
3. In the General tab under the Functional Area field, double click on the name highlighted in green to get to the COS DATA/VOUCHER DATA screen.
4. Open the e-mail you sent to the traveler and click the Forward key.
5. Copy and paste the sent e-mail into the Work log of the record or task.
6. In the COS Relocation tab, change the COS Status field to Distribution Complete.



7. Date/Time Stamp the ticket as to when the EFC was uploaded (sent to FM –SP-L2 Image field).
8. Date/Time Stamp the ticket as to when the 1450 was sent to the traveler (Distribution Complete field).
9. Save and close.
10. NOTE: Once a NF1450 is distributed, and the task is resolved. If a note is needed, create a new ticket, with Subcategory as “Voucher Notes” and relate it to the parent ticket.
11. Go to N:\Document Imaging\eOPF and place the travelers Service Agreement into the Employee’s Electronic Official Personnel File (EOPF).
12. If a travel is going overseas or coming back to the states, make sure to send an encrypted copy of the NF1450 to Payroll and the Contact Center for a ticket to be created.

Output: EFC File uploaded into TechDoc / Orders distributed.

STEP 13. **Employee and NASA Relocation Center** - Initiate Entitlement Extension.

A. Employee notifies the NASA Relocation Contractor of the expected need for an extension to one or more of the following:

1. Temporary Quarters (TQ) (NTE 120 days).
2. Temporary Storage (NTE 150 days for the CONUS and NTE 180 days for OCONUS).
3. Real Estate (NTE one additional year).
4. Additional time to complete move (NTE one additional year, and only if Real Estate is involved with the move).

B. Relocation Contractor/employee prepares and submits an extension request to the NSSC SP-L2.

Output: Extension request is submitted to the NSSC SP-L2. Review and disposition NSSC Relocation Authorization webform.

STEP 14. **NSSC Travel (SP-L2)** - Create WMS ticket. Category “COS Relocation”,

Subcategory – Amendment – RELO DIRECT, and Assignment Group – FM-Change of Station L-2. Submit Entitlement Extension.

A. Distribute the extension request to the appropriate Center Requestor for approval. Get signature pin from TechDoc for standard wording for e-mail: https://dm.nssc.nasa.gov/servlet/dm.web.Explore?fid=111110.

Output: Extension request is distributed to the Center Approver.

STEP 15. **Center Approver –** Review Entitlement Extension (Control Activity).

A. Review the extension request and return the request along with the webform, which denotes approval or disapproval, to the NSSC SP. If Center denies request, they are to reach out to the employee with an explanation.

B. If TQ is the entitlement being requested, the approver of the memo or the webform must be at least one level higher than the person who approved the initial webform.

Output: Extension request is returned to the NSSC SP-L2.

STEP 16. **<u>NSSC Travel (SP-L2)</u>** – Verify Amended Documentation/Prepare Relocation Cost Estimate (Control Activity 9.6.4.1).

A. Review the information and documentation associated with the Amended Relocation Request Authorization webform to verify the changes are allowable under regulation and policy.

B. If the NSSC SP-L2 believes the changes are unallowable, refer the action to the NSSC CS-L3 (Contracting Officer Representative) for resolution.

C. After verification is completed, the NSSC SP-L2.

D. Uploads Amended webform to Relocation Contractor via Box.

E. Prepares amended NF1450.

1. Download existing fill-in NF1450 from TechDoc, under employee's folder for this move.
2. Add "-A" or "-A2", etc., to TA number.
3. Add the 400 number from SAP for the move.
4. Update the ticket number, to the amendment ticket.
5. Change items being amended.
6. Add remarks to explain amendment.
7. Check for taxable 3rd Party entitlements, if no Storage Tax Employee Portion (STEP) has been included, and entitlement is still open, add STEP expense.
8. If Taxable 3rd Party entitlements are being amended, must adjust STEP to new amount.
9. Change dollar amount on bottom of NF1450 page 2 with new estimate.

F. Route the Amendment task, with an electronic copy of the relocation amended cost estimate, NF1450 and supporting documentation attached to the ticket, to the NSSC CS-L3 for approval.

Output: Amendment and cost estimate provided to the NSSC CS-L3 (Contracting Officer Representative).

STEP 17. **<u>NSSC Travel (CS-L3)</u>** – Approve Amended NF1450 (Control Activity 9.6.4.1).

A. Electronically sign the NF1450 and amended cost estimate if the NSSC CS-L3(COR) concurs with the estimate and any supporting documentation.

B. CS-L3 (COR) Will attach a newly signed NF1450 and estimate to the Amendment ticket and route the task to NSSC CS-L3 for amended cost obligation in SAP, if required.

Output: Cost obligation is amended to account for approved documents, if required.

STEP 18. **NSSC Travel (SP-L2)** - Distribution of Amended NF1450.

A. E-mail the funding POC regarding the amended FC document and include the PCS/TCS funding estimate.

Note: See Process 1, STEP 8 B for email distribution steps.

B. Distribute the signed relocation orders to the Web Requestor, the NASA Relocation Contractor, the employee, and update the employee's relocation permanent record in TechDoc.

C. In WMS: Close the Relo tab and then resolve your ticket.

Output: Amended NF1450 is distributed, and the permanent record is updated.

STEP 19. **NSSC Travel (SP-L2)** - Receive HHG Revision from TPC.

A. Revision to HHG estimate received via Box, the secure file transfer system.

B. File is uploaded to TechDoc.

C. WMS record is created in the name of the traveler.

1. SubCategory should be Supplemental Data.
2. COS Relocation tab is at the bottom of the relo.
3. Route record and Task to relocation technician.

D. Technician receives record and task.

1. New estimate should be added to Part I, Miscellaneous, of the traveler's EFC, and bookmarked accordingly.
2. Review new estimate; determine if it is less or more than original.
3. If more than original estimate:
    a) Contact Center for funds needed (A new PR would be need).
    b) Complete the Amendment Process to increase the HHG estimate.
    c) Resolve WMS ticket once amendment is finalized.
4. If less than original estimate:
    a) Put new estimate in Part 1 of the EFC and Bookmark accordingly. This will be important for each PR review. Technician resolves the task and record.

STEP 20. **NSSC Travel (SP-L2)** – Last Move Home Relocation Processing.

A. Receive WMS ticket with webform from Center noted as SES/Last Move Home.

B. Check backup.

   1. Backup Attached by Center:

      a) Offer letter (can be where they were offered a transfer but opted to retire).

      b) SF52 (created by NSSC Retirements Group, normally the pay period of effective retirement date).

      c) SF50 (created from completion of SF52).

   2. Backup is not attached:

      a) Contact Retirements Team at NSSC HR and request the signed SF52. (If no SF52 or it cannot be created quickly, we can accept, temporarily, the signed Retirement Application, to issue the TA).

C. Check PR for proper funding.

D. Check fiscal year of funding requested to be used.

E. Once all of the above are accounted for, issue TA number (ex: 10LM14T111).

F. Per designated CS L3 POC, must obtain SF52 prior to him signing the NF1450C.

G. Refer to standard processes in SDG to finish relocation processing.

STEP 21. **NSSC Travel (SP-L2)** - Storage Extension Processing.

A. Storage Extension, with dollar amount required, received via Box, the secure file transfer system.

B. File is uploaded to TechDoc.

C. WMS ticket is created

   1. Category should be COS Relocation.

   2. SubCategory should be Request for Extension.

   3. Route to Unassigned Queue.

D. Lead, or designee, routes ticket to technician who worked the relocation or any other available technician.

E. Technician receives ticket.

F. Review new request – ensure dollar amount for extension period is written/typed at the bottom.

G. Ensure TA and Traveler Name is accurate.

H. Check to see if they have already received a storage extension.

1. If yes, see if they have been granted the maximum allowed.
   a) If max has already been granted, contact employee to let them know they have received the maximum benefit allowed.
2. If no, send the memo to the Center funding the move, for their approval.

I. Technician waits for approval/denial from the Center.

J. If denied:
   1. Center is to contact employee with decision.
   2. Center should send in the denied memo to the NSSC.

K. NSSC will add the denial memo into the EFC, Part I.

L. If approved, Center will send in an amended webform to be processed via fax or e-mail (nssc@nasa.gov).

M. Technician will begin processing Amendment ticket.

N. Ensure extension request memo has been marked Approved and signed and/or the webform is clear the request has been approved and specifies the amount of time.

O. PR for the move should be checked with the technician who processes the Relocation Contractor Invoices.
   1. Money is available on the PR.
      a) Will estimated remaining costs be covered by the available balance on the PR?
      b) If additional storage will not be covered by original PR (check with CS if you cannot decide), a new PR needs to be requested from the Center and added in moveLINQ.
         i. Add a new line for Taxable Storage, with the amount of the extra days.
         ii. Total in moveLINQ should match original PR plus the additional money requested.
         iii. Calculate employee portion of taxes associated with the new taxable storage amount and add as a line in moveLINQ.
      c) If there is ample money to cover additional storage, in moveLINQ.
         i. Add in the new allowed days into moveLINQ and amount.
         ii. Adjust original entry for Transportation, so the entire amount matches original estimate.

iii. If not already in moveLINQ, calculate employee portion of taxes associated with the new taxable storage total amount and add as a line in moveLINQ.

iv. This will show the additional time, yet still match the PR amount in SAP.

2. No Money Available on the PR:

   a) A new PR needs to be requested from the Center and in moveLINQ add a new line for Taxable Storage, with the amount of the extra days, total in moveLINQ should match original PR plus the additional money requested.

   b) Calculate employee portion of taxes associated with the new taxable storage amount and add as a line in moveLINQ.

P. Ticket will be routed to L-3 for approval.
Q. Once ticket is approved, continue with distribution process and resolve ticket.

STEP 22. **<u>NSSC Travel (SP-L2)</u>** – Centrally Billed Account (CBA) Approval. Note: Sato should book the most cost advantageous fare for the trip.

A. Traveler will contact Sato Travel at 866-411-9422 to arrange airfare for either En Route or HHT travel.

B. Sato will send NSSC the preliminary itinerary for the trip. A ticket is created by Document Imaging (DI) and is routed to COS L2.

C. Update ticket Short Description with “COS – Last Name, First Name – Prelim CBA Airfare.”

D. Ticket is routed to the technician working the relocation for this trip.

E. Itinerary is reviewed for dates and cost of trip.

1. Cost should be close or under the city pair fare.

2. If cost is over the city pair fare, contact Sato to find out why. If personal preference is causing increased cost, employee should be contacted by Sato to re-book to a more cost beneficial fare.

F. Complete appropriate CBA Authorization form:

1. CBA Authorization form: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020414&gen=$latest.

2. Premium Travel Authorization form (if medical waiver is obtained, or other approval to use any fare other than coach):

https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022321&gen=$latest.

3. Form(s) should be sent to Sato using the following wording: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020412&gen=$latest.

G. Route ticket to COS L3 for approval.

STEP 23. **NSSC Travel (CS-L3)** – Receives WMS ticket from L2 for approval.

A. Designated CS L3 Authorizing Official will review and approve the CBA Authorization form.
   1. Verify that travel type is authorized. (e.g., househunting trip for spouse)
   2. If Premium Class Authorization form, verify any required supporting documentation or Center approval is attached.
   3. If all requirements met, continue next step, otherwise return to L2 for required actions.

B. Electronically sign and date form; attach signed pdf copy of form.

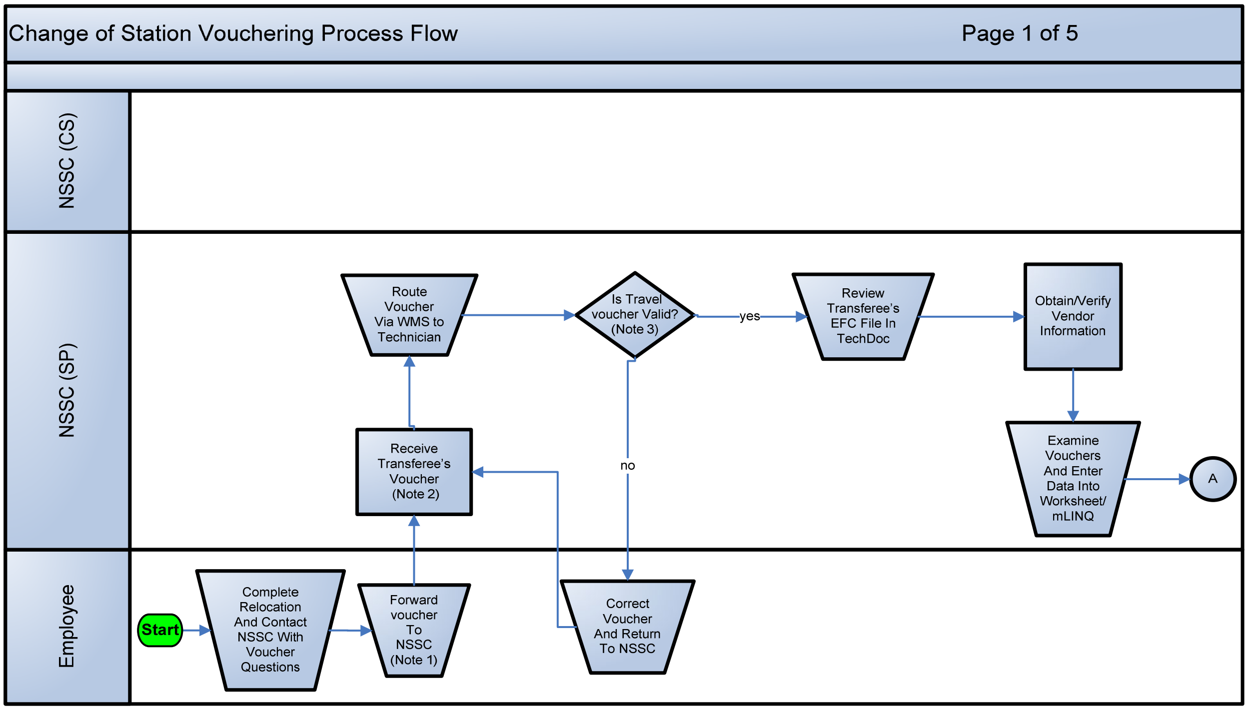
C. Route ticket to SP-L2.

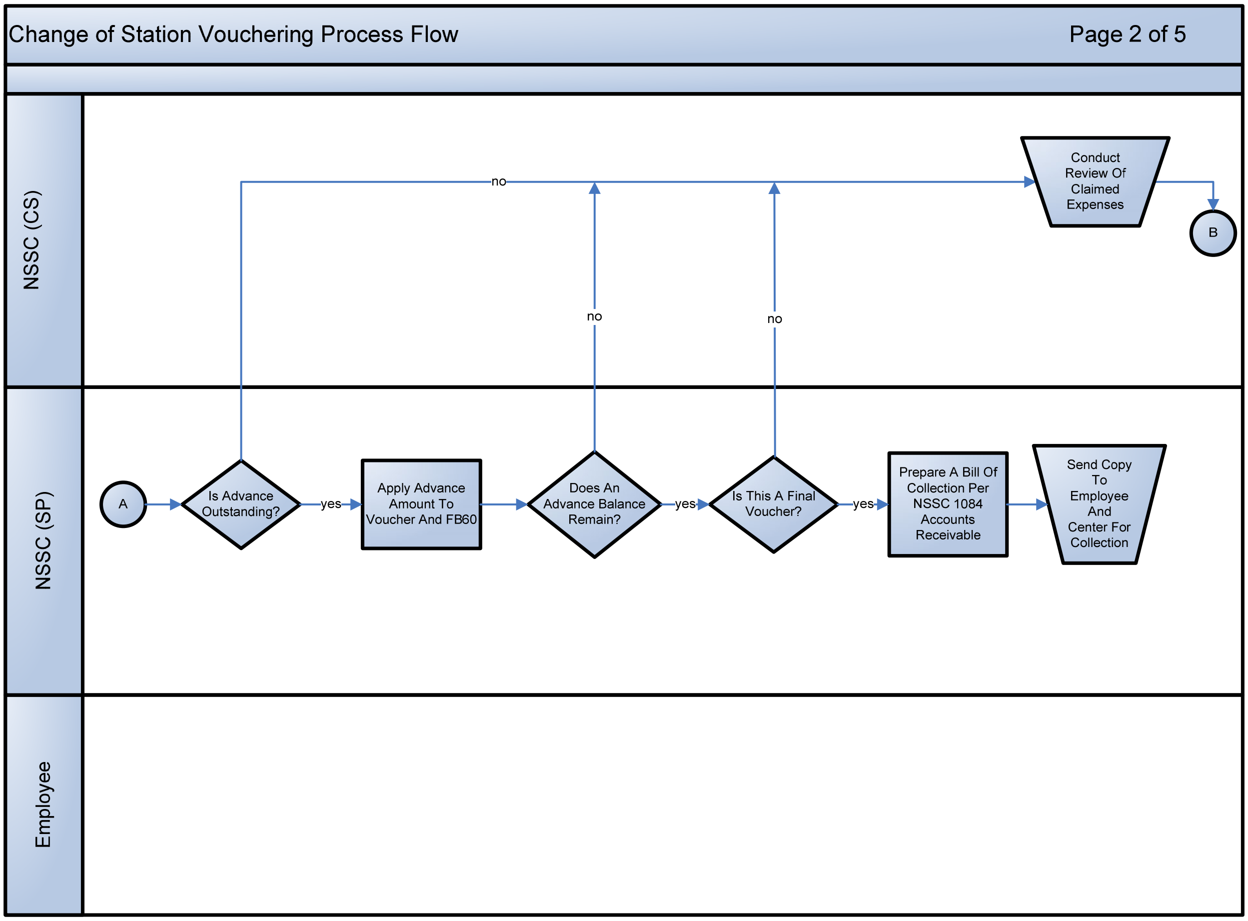
STEP 24. **NSSC Travel (CS-L2)** – Receives WMS ticket from L3.

A. Send CBA Authorization form to SATO using the following wording: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020412&gen=$latest.

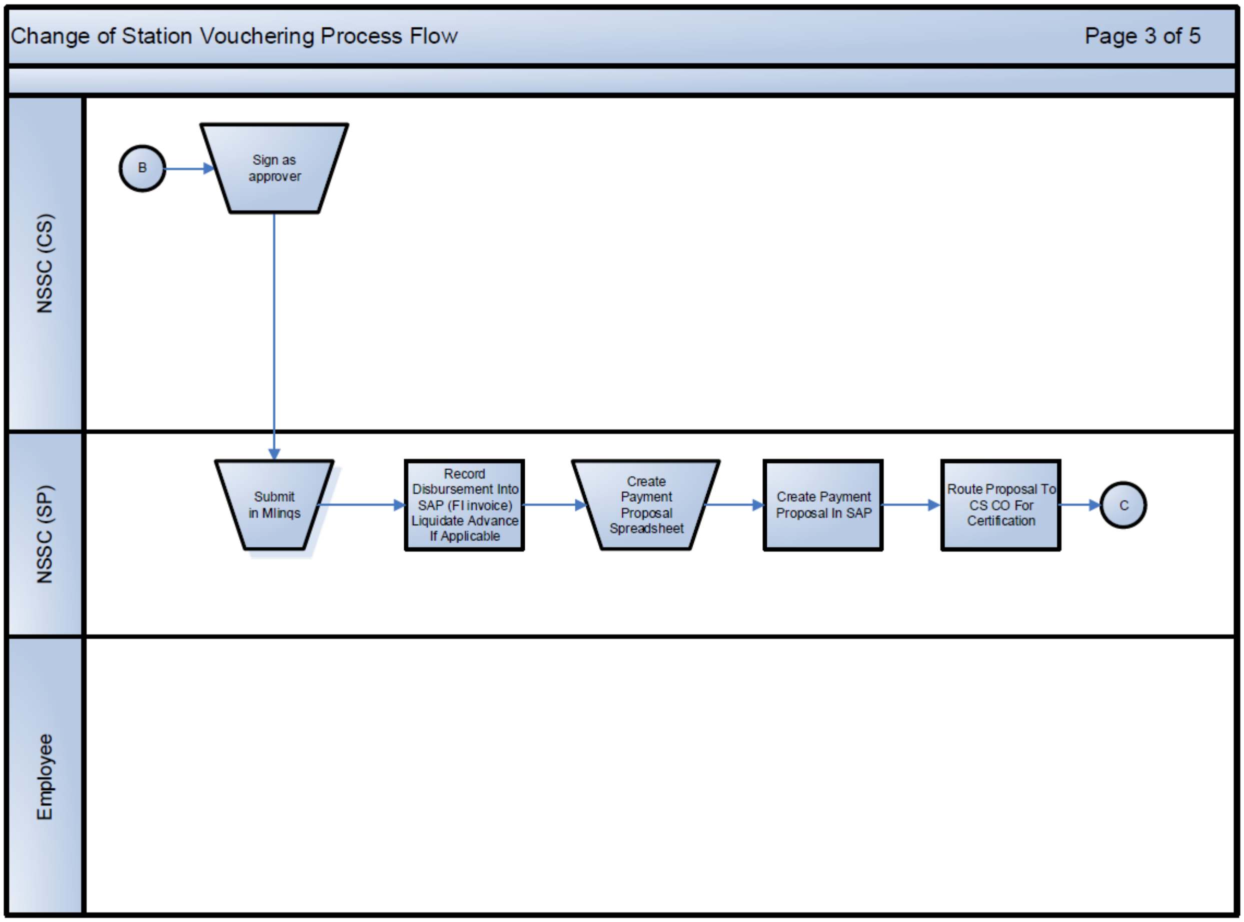
B. Copy e-mail into activity log of the ticket with Itinerary and resolve ticket. Output: Airfare processed.

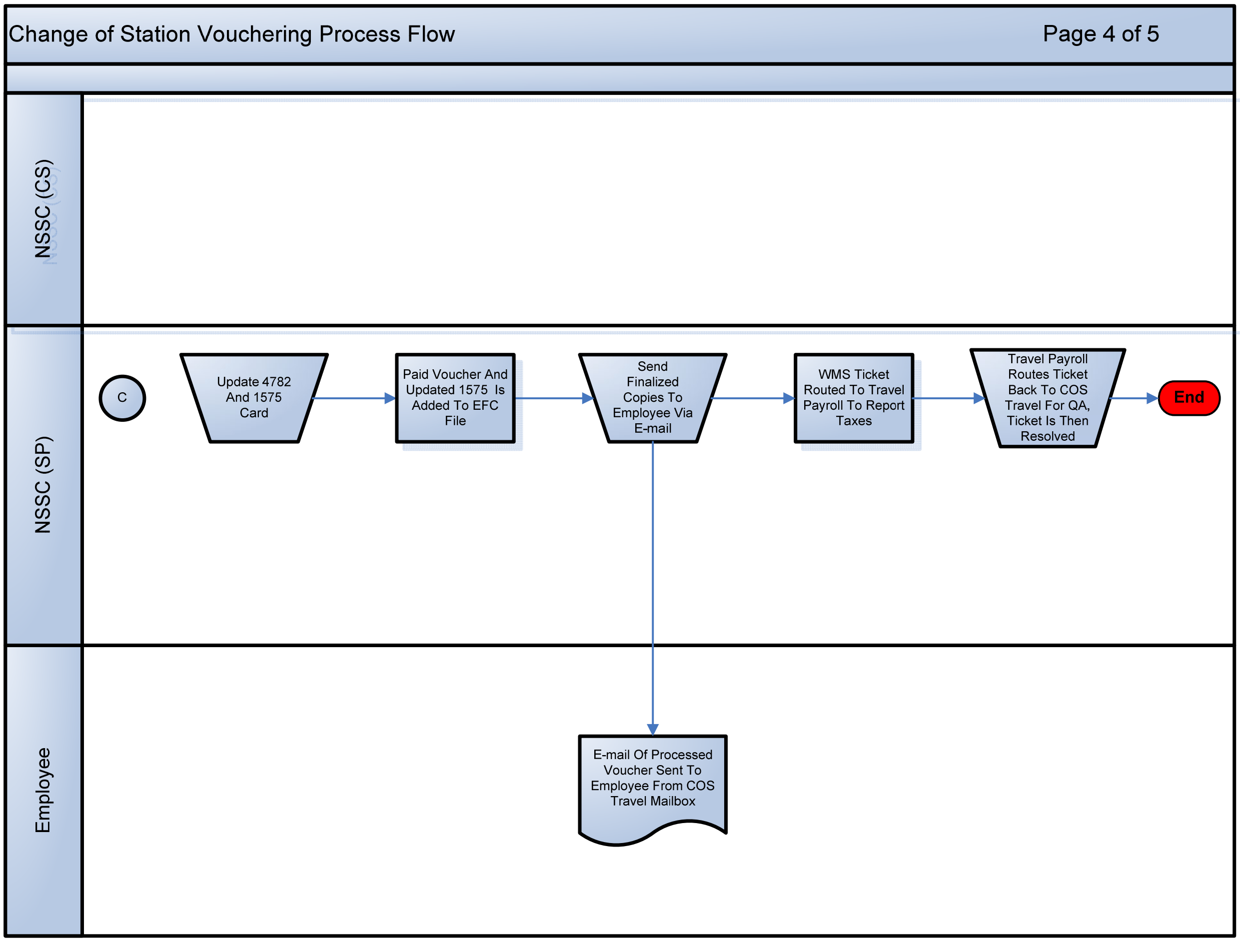
PROCESS 2 – PROCESSING CHANGE OF STATION VOUCHERS





Change of Station Vouchering Process Flow
Page 2 of 5
NSSC (CS)
NSSC (SP)
Employee
Conduct Review Of Claimed Expenses
B
A
Is Advance Outstanding?
yes
no
Apply Advance Amount To Voucher And FB60
Does An Advance Balance Remain?
yes
no
Is This A Final Voucher?
yes
no
Prepare A Bill Of Collection Per NSSC 1084 Accounts Receivable
Send Copy To Employee And Center For Collection


Change of Station Vouchering Process Flow
Page 3 of 5
NSSC (CS)
NSSC (SP)
Employee
B
Sign as approver
Submit in Mlinqs
Record Disbursement Into SAP (FI invoice) Liquidate Advance If Applicable
Create Payment Proposal Spreadsheet
Create Payment Proposal In SAP
Route Proposal To CS CO For Certification
C


Change of Station Vouchering Process Flow
Page 4 of 5
NSSC (CS)
NSSC (SP)
Employee
C
Update 4782 And 1575 Card
Paid Voucher And Updated 1575 Is Added To EFC File
Send Finalized Copies To Employee Via E-mail
WMS Ticket Routed To Travel Payroll To Report Taxes
Travel Payroll Routes Ticket Back To COS Travel For QA, Ticket Is Then Resolved
End
E-mail Of Processed Voucher Sent To Employee From COS Travel Mailbox

STEP 1. **<u>Employee</u>** – Complete and Submit Travel Voucher.

A. After incurring authorized travel expenses, the employee completes and submits their travel voucher(s) (OF 1012) with additional required form(s), documentation, and supporting receipts (if applicable) to the NSSC Document Imaging (DI) via fax or e-mail to nssc@nasa.gov.

Output: Travel voucher submitted by employee.

STEP 2. **<u>NSSC Travel (SP-L2)</u>** – Receive Travel Voucher (NSSC DI will receive voucher in electronic format and forward via WMS to NSSC Travel POC).

A. Receive properly completed and date stamped voucher package (OF 1012) with supporting receipts and documents from employee via DI. Ensure the employee's signature is on the OF 1012 if not, the form needs to be returned for correction if traveler's signature is not present.

B. Enter details of Voucher received into the SLA Spreadsheet (N:\TRAVEL\PCS\QUEUE MANAGEMENT) called PCS SLA COMPLIANCE STATUS - CURRENT.xlsx

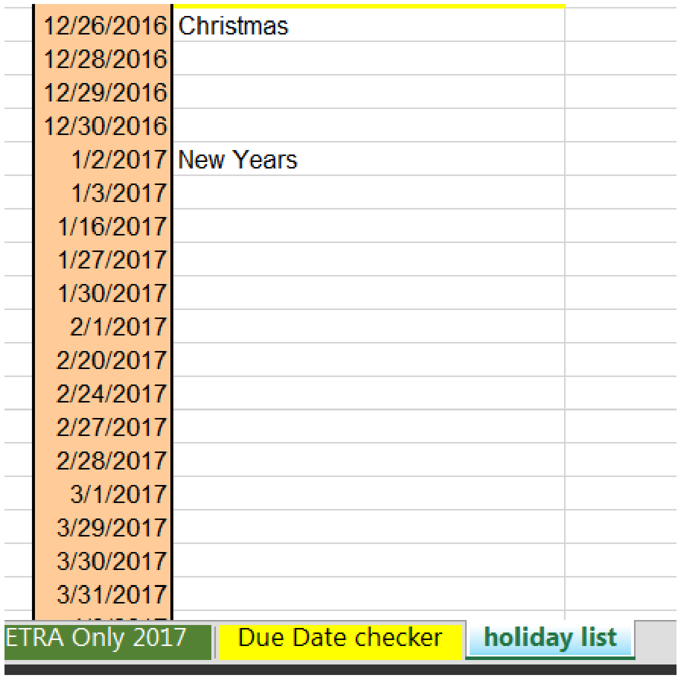
1. There are 3 sections on the monthly tab, 30 day, 15 day and 6 day metrics. Log the voucher in the proper section.

	A	B	C	D	E	F	G	L	M	N	O
1	Change of Station										
2	Voucher Status	Updated as of 12/28/16									
3											
4											
5	30 BUSINESS DAY SLA: (HMI, RITA, ITRA, STG, HHG, and PPB&E)										
6	Remedy/SN#	Date Receive	Date Due (SLA	Incomplete Voucher	Ready to Pay	To Aud	Date Paid	Type of Vouche	Cente	Employee	Tech
7	FMC0046041	11/29/2016	02/16/17 Thu				12/02/2016	ITRA	HQ	[redacted]	Karen
8	FMC0061824	12/02/2016	02/17/17 Fri				12/05/2016	ETTRA	GSFC	[redacted]	Alina
9	FMC0067484	11/30/2016	02/16/17 Thu				12/02/2016	15RITA	GSFC	[redacted]	Karen
10											

2. There are also RITA/ITRA tabs for tracking annual vouchers

	A	B	C	D	E	F	G	I	J	K	L	M	P	Q
1	Change of Station													
2	RITA Voucher Status													
3														
4	Remedy#/SN#	Date Received / "Start Dat	Calendar Days Elapsed	Incomplete Vouche	In Revie	mling	To Aud	Ready to Pay	BOC	Zero Du	Date Pa	Days to Pay	Center	Employee
5														
6														
7														
8														
9														

3. Each year (either Late Dec/Early Jan) update the "Holiday List" tab, for the New Year's Holidays, SAP Down Days, etc. Also, this is where you add dates when we cannot make payments due to SAP issues or Treasury issues:



12/26/2016	Christmas
12/28/2016	
12/29/2016	
12/30/2016	
1/2/2017	New Years
1/3/2017	
1/16/2017	
1/27/2017	
1/30/2017	
2/1/2017	
2/20/2017	
2/24/2017	
2/27/2017	
2/28/2017	
3/1/2017	
3/29/2017	
3/30/2017	
3/31/2017	

C. If voucher is not valid (if dates are not proper or if not authorized on NF1450C), disallow voucher and return it to the employee.

   1. The SP will obtain CS approval before returning vouchers due to an invalid receipt.

D. If all information required to process voucher is present, begin review of the voucher. If information is not present, contact employee or designee, via e-mail to request additional information required. Begin voucher review once all paperwork is received.

E. Ensure TA number is on OF1012, add it if it is missing.

   Output: Travel voucher received from NSSC DI.

STEP 3. **NSSC Travel (SP-L2)** - Verify FPPS information.

A. Change ticket to Work in Progress

B. Obtain current FPPS screenshots showing tax and retirement code. If an employee is FERS, from the “levw” screen, save a copy of current pay period Old Age, Survivors and Disability Insurance (OASDI) and Year to Date (YTD) OASDI amounts and put in “Info” tab in the Excel FB-60 Template. (Caution: Never use Agency Contribution View)

C. Obtain current FPPS information showing retirement system from the “pdvw” screen. Include banking info screen and ensure it matches SAP banking information. (Note: If voucher is pending for over two weeks, you will need to repeat this step.)

Output: Current FPPS information

STEP 4. **NSSC Travel (SP-L2)** - Attach Voucher Review Checklist to OF 1012.

A. Open employee EFC File. Ensure folder is for the correct TA number. Occasionally, there will be more than one move for the same traveler.

B. If there are no travel orders on file, check with FM-COS Assistance Team. The voucher may have arrived before the travel orders are completed. Hold until travel orders have been received, approved, and obligated in SAP. Place ticket in Pending status until orders are complete. If the EFC file is present, proceed to the next step.

Output: OF 1012 ready to process.

STEP 5. **NSSC Travel (SP-L2)** - Examine voucher and enter data into worksheets. If MLINQ is not available, complete manual process. Appendix M. (Control Activity).

A. Examine voucher for propriety of expenses by comparing to entitlements authorized on NF1450.

1. HHT (fixed/lump sum)

   Refer to 41 CFR 302-3.413(a) and 41 CFR 302-5 for regulations governing reimbursement for HHT.

   a) If POV is used to make HHT and the map isn’t in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from old Center to new Center. Check the employee’s mileage against the map. The employee should be allowed the mileage indicated on OF 1012 if it is within 5% of mileage indicated by the map. If employee’s distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
   b) If air transportation is used, ensure airfare receipt / itinerary has been included.
      i. If Airfare is more than estimated, find out why. Employee may owe the difference back if the change was not for official business.
   c) If applicable, receipts for rental car (regardless of amount), and other receipts for expenses >$75 (rental car gas, parking tolls,

cabs, etc.) are attached and agree with information documented on the OF 1012.

d) Compare HHT voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
   i. Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
   ii. Ensure HHT date is after signature date on Service Agreement (found in EFC) but before the EOD date for Employee (before En Route date for spouse).
   iii. Observe marital status. Consider if expenses claimed should include spouse. Reimbursement is not allowed for dependents who participate in the HHT.
   iv. If POV is used, determine mileage rate is correct. Note vicinity mileage is not available if using a rental car (but gas is allowed).
      1. When driving to/from airport, the higher Domestic rate is used.
      2. When driving to the new duty station the lower COS rate is used.
      3. Vicinity Miles use the lower COS rate.
   v. The correct per diem locality rate is used (for the new Center). For lump sum rate reimbursement, receipts for lodging and meals are not required since employee is being reimbursed based on locality rate. Note for lump sum HHT, if the employee travels alone, or if the spouse travels alone, they are paid the locality rate times a multiplier of 5. If they travel together, they are paid the locality rate times a multiplier of 6.25 (41 CFR 302-5.13).
   vi. Receipts for airline (airline itinerary), rental car, rental car gas, parking tolls, cabs, etc. are attached and agree with information documented on the OF 1012.
   vii. If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate the reimbursement both ways and pay the lesser of the two. This is a constructed cost.
   viii. If airfare is claimed, check Parent ticket for relocation. All airline approvals should be related. If paid by CBA (i.e., NASA pays directly), don’t reimburse employee for airfare,

but claim as Third Party reimbursement in moveLINQ software. This expense is taxable to the employee for HHT.

ix. Expenses are properly totaled.

2. HHT (Actual)

Refer to 41 CFR 302-3.413(a) and 41 CFR 302-5 for regulations governing reimbursement for HHT trips.

a) Receive signed HHT voucher (OF 1012) and supporting receipts. If voucher is not valid (if dates are not proper or if not authorized on 1450C), disallow voucher and return it to the employee.
b) If POV is used to make HHT and the map isn't in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from Center to new Center. Check the employee's mileage against the map. The employee should be allowed the mileage indicated on OF 1012 if it is within 5% of mileage indicated by the map. If employee's distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
c) Compare HHT voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
   i. Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
   ii. Ensure HHT date is after signature date on Service Agreement (filed with travel orders) but before EOD date for the Employee, but before En Route date for spouse.
   iii. Observe marital status. Consider if expenses claimed should include spouse. Reimbursement is not allowed for dependents who participate in the HHT.
   iv. If POV is used, determine mileage rate (including vicinity mileage if applicable) is correct. Note vicinity mileage is not available if using a rental car (but gas is allowed).
      1. When driving to/from Airport, the higher Domestic rate is used.
      2. When driving to the new duty station the lower COS rate is used.
      3. Vicinity Miles use the lower COS rate.
   v. Hotel/lodging receipts are attached and properly recorded, and dates concur with date of trip. Also ensure the number of days being claimed agrees to the number of days

authorized. Note a 10-day authorized HHT is equivalent to nine nights of lodging.

vi. If applicable, receipts for airline, rental car (regardless of amount), and other receipts for expenses >$75 (rental car gas, parking tolls, cabs, etc.) are attached and agree to information documented on OF 1012.

vii. If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate reimbursement both ways and pay the lesser of the two.

viii. If airfare is claimed, contact TPC to determine what method was used to pay for airline tickets. If paid by CBA (i.e., NASA pays directly), don't reimburse employee for airfare, but claim as Third Party reimbursement in moveLINQ software.

3. En Route

Refer to 41 CFR 302-3.412(a) and 41 CFR 302-4 for regulations governing reimbursement for En Route.

a) If the map isn't in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from Center to Center. Check the employee's mileage against the map. The employee should be allowed the mileage indicated on OF 1012 if it is within 5% of mileage indicated by the map. If employee's distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
b) Compare En Route voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
c) Double check the NF1450 to determine if this is a First Duty versus a Transfer since reimbursement rules differ.
d) Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
e) Ensure En Route date is after signature date on Service Agreement (filed with travel orders in EFC housed in TechDoc).
f) Observe marital status and number of dependents. Consider if entitlements are consistent with reimbursement rules.
g) If spouse and dependents are included, observe if travel is on same or different days to ensure reimbursement is properly calculated. If traveling on different days, expenses must be claimed on separate vouchers.

h) Determine mileage rate is correct. Odometer reading is not required if employee has indicated mileage. If there is no mileage recorded, ask traveler to provide mileage driven.

i) If voucher is for a one day En Route (<12 hours), the traveler must record travel times. It may be necessary to call the employee to get the travel times. Meals & Incidental Expenses (M&IE) is not paid for trips less than 12 hours, but lodging is available if it spans at least two days and appropriate miles have been traveled. Traveler is reimbursed at 75% of M&EI rate on the day of departure and the day of return. Days in between are reimbursed at 100%. Lodging and meals are reimbursed based on Standard CONUS rates.

j) If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate reimbursement both ways and pay the lesser of the two.

k) If airfare is claimed, review itinerary and/or receipt to determine what method was used to pay for airline tickets. If paid by CBA (i.e., NASA pays directly), don't reimburse employee for airfare, but claim as Third Party reimbursement in moveLINQ software.

l) If lodging is claimed, review receipts for disallowed items such as pet fees, movie rentals, alcohol, etc.

m) If lodging exceeds the max allowed, prorate the taxes and allow the percentage that would have been incurred based on the maximum lodging amount. The Proration tool can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2024892&gen=$latest

4. Miscellaneous Expense Allowance (Fixed

   Refer to 41 CFR 302-3.412(e) and 41 CFR 302-16 for regulations governing reimbursement for miscellaneous expenses.

   a) Compare MEA voucher (OF 1012) to travel orders (NF1450 block 11) to make sure employee is filing expenses for appropriate entitlement.
   b) A request for actual reimbursement is allowed.
   c) Observe travel dates of family members.
   d) If family has not completed their En Route trip, pay only the traveler's portion.
   e) Notify traveler family portion should be claimed when they complete their move. See regulations for guidelines (41 CFR 302-16.103-104).

5. TQ (fixed/lump sum)

   Refer to 41 CFR 302-3.413(b) and 41 CFR 302-6 for regulations governing reimbursement for Temporary Quarters Subsistence Expense (TQSE).

   a) Review TQ voucher along with supporting documentation from employee.
   b) Verify proper locality rate is used to calculate fixed/lump sum rate.
   c) Reference the NF1450 marital status. If there are dependents, determine whether/not previous payments have been made for dependents.
   d) If employee is claiming Fixed Temporary Quarters (FTQ) / Lump Sum Temporary Quarters (LSTQ) for family and they have not completed their En Route trip, contact the employee via e-mail to find out if family has relocated. If so, they need to file their En Route voucher. If they have not completed their En Route trip, only pay for the Employee's portion of LSTQ. This is to protect the employee against future BOC if the family doesn't relocate in the allotted time.
   e) Fixed/Lump Sum TQ is based on a 30-day calculation. Ex: Locality Rate x 75% x 30 days = Employee's portion. Refer to 41 CFR 302-6.200 through 302-6.204

6. TQ (Actual)

   Refer to 41 CFR 302-3.413(b) and 41 CFR 302-6 for regulations governing reimbursement for TQSE.

   a) Review TQ voucher package (OF1012 and NF1500) along with supporting documentation from employee.
   b) Verify signature is on NF1500. Forms need to be returned for correction if signature is not present.
   c) Note marital status. If there are dependents, determine whether/not previous payments have been made for dependents.
   d) Ensure all blocks on the NF1500 page 1 are complete.
   e) If actual HHT trip was authorized, the actual number of HHT days taken is deducted from the first 30 days of TQ.
   f) Sample: 60 days of TQ, member took 10 days of house hunting
   g) 10 days of Actual HHT + 20 days of TQ = 30 day - 1st TQ full rate (on previous voucher).
   h) Days 31 – 60 (30 days of TQ) = 2nd TQ reduced rate.
   i) If fixed/lump sum HHT trip was authorized, a standard 5 days is deducted from the first 30 days of TQ.

j) Sample: 5 days of fixed/lump sum HHT + 25 days of TQ = 30 day - 1st TQ full rate (HHT paid on previous voucher).
k) Days 31- 60 (30days of TQ) = 2nd TQ reduced rate.
l) TQ dates must be continuous unless interrupted by sickness, TDY (Temporary Duty), or En route.
m) TQ stops at midnight the day before permanent quarters date (as documented on first page of NF1500).
n) Actual TQ is calculated in 30 day increments. Check for number of days allowed (if extension has been granted).
o) If voucher is the second or later claim, check propriety of the date sequence compared to previous vouchers and overall number of approved days. Check TQ days being requested for reimbursement.
p) Review receipts for anything unusual. Pay special attention to “other” expenses to determine if they are justifiable. No pet, alcohol, or tobacco charges, etc. are allowed (see regulations). For expenses such as utilities, cable, water, etc., a copy of all pages of the bill are required.
q) Verify any rate changes on lodging receipts. Verify charges by each day. Sort by 1st TQ dates and 2nd TQ dates.
r) Sort receipts for lodging, meals, laundry, utilities and others receipts per the 1st TQ dates and 2nd TQ dates determined. All receipts greater than $75 are required.
s) All grocery receipts are required regardless of amount. Food and hotel supplied type items are allowable.
t) Expenses are properly summarized and totaled prior to starting worksheets.

7. Home Marketing Incentive

Refer to 41 CFR 302-14 for regulations governing reimbursement for HMI Payments.

a) NSSC will receive the HMI memo from the TPC with proper escrow documentation to confirm the closing date and the final settlement amount.
b) When memo is received, forward to the Center’s Web Requestor to approve for payment.
c) Document Management will receive and date stamp official HMI award sheet from Center indicating dollar amount of award and authorizing signature of new Center’s Director of HR.

d) Request funding (HMI's are not included in the initial cost estimate) from L3.
e) Once funding is committed, verify in SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.1275.
f) Capture a screenshot of newly added funding. This date is the date of the FB60
g) Note: No WTA is associated with HMI vouchers.

8. HHG

Refer to 41 CFR 302-7 and 41 CFR 302-8 for regulations governing reimbursement for HHG shipment and storage.

a) Compare HHG voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
b) Ensure expense reimbursement requested agrees to the authorized entitlements on NF1450.
c) Ensure HHG shipment date is after signature date on Service Agreement (filed with travel orders).
d) Ensure weight tickets (empty and full) are included. If not, and U-Haul type vehicle was used, get size of U-Haul and the percent filled, and get TPC to calculate square footage for manual calculation of HHG weight.
e) Obtain an amount the TPC would have charged NASA had they moved the HHG, based on weight and zip code to zip code, including all discounts that would have been passed on to NASA. This is the amount the Self Move cannot exceed. If self-move, ensure receipts are presented for all expenses claimed (>$75) and dates and details of receipts comply with the authorizations on NF1450. Expenses not allowed include a tow bar, extra insurance, meals, and lodging (meals and lodging would be reimbursed on an En route voucher). Items normally allowed: Rental Truck, gas for rental truck, packing materials, equipment for moving, movers (labor), and weight tickets.
f) Expenses for professional books should be included as taxable household goods. Employee must submit a paid receipt for the shipment of professional books.
g) Re-compute total expenses to check accuracy.

9. Lease Break

Refer to 41 CFR 302-11.320 and 11.321 for regulations governing reimbursement for lease breaks (LB).

a) Complete the Unexpired Lease checklist found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022640&gen=$latest
b) Review the lease for the following:
c) Agreement should be in name of employee and whoever else is named in the original NF1450. Only employee and immediate dependents should be staying at the location. If a roommate is present (not an immediate family member), reimbursement is limited to 50% of expenses.
d) Compare date the contract was entered into and lease terms to EOD date to ensure employee was staying at this leased location before EOD.
e) Rent reimbursement should be for month including the EOD date (unless the EOD is later in the month and employee stayed at the residence the majority of the month) through the expiration date of the lease if employee is required to pay. Forfeited deposits, LB fees may be included in the reimbursement.
f) LB is paid once, not multiple payments. When lease is broken, it is paid in full.

10. Property Management

Refer to 41 CFR 302-11.320 and 11.321 for regulations governing reimbursement for property management.

a) For first time reimbursement, a signed copy of the Property Management Agreement will be required. Property Management must be conducted by a Licensed Property Management Company.
b) Complete the Property Management Checklist found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022640&gen=$latest.
c) Update Recap Sheet for employee. A blank template can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2020621&gen=$latest
d) Review the lease for the following:
e) Agreement should be in name of employee and whoever else is named in the original NF1450. Only employee and immediate

dependents should be staying at the location. If a roommate is present (not an immediate family member), reimbursement is limited to 50% of expenses.

f) Compare date contract entered into and property management agreement terms to EOD date to ensure employee was staying at this leased location before EOD.

g) Paid receipts must be submitted for all fees reimbursed.

11. Real Estate (Sale/Purchase)

Refer to 41 CFR 302-11 for regulations governing reimbursement for real estate.

a) Receive signed Real Estate voucher (OF 1012 front only) and (Fully Completed NF1338 front and back) along with supporting documentation (signed Closing Disclosure, signed Purchase/Sale agreement and receipts any items Paid outside of Closing (POC) listed on Closing Disclosure or not). If forms are not fully filled out, return to employee to complete.
b) Complete the Purchase/Sale of a Residence checklist.
c) Review residential purchase/sale agreement for the following:
d) Agreement should be in name of employee and/or adult named in the original NF1450 and signed by all parties.
e) Compare date contract entered into to the Service Agreement date (should be with original travel orders). The date of the contract must be later than the Service Agreement date (or date intent is shown).
f) Review sale/purchase price to be sure it matches price on settlement statement; review terms, inspections, seller paid closing costs, title insurance, and survey requirements.
g) Complete Real Estate Summary Notes/Comments.
h) Use map in file or print a copy of map supporting “reasonable driving distance.”
i) Review Settlement Agreement (Closing Disclosure) for the following:
j) Name and property description should agree to Sale/Purchase Agreement and travel orders.
k) Check date of closing (should be after date of Service Agreement. If not, check date of offer letter).
l) Check line by line for reimbursable expenses using 41 CFR 302-11.200-202 to determine if expenses are allowable.
m) Reconcile expenses claimed on NF1338 to the signed Closing Disclosure to ensure proper expenses are claimed. Also, look for

items that could have been claimed by the employee but were not. These should be added to the employee's reimbursement.

n) If an expense claimed by the employee is non-reimbursable, research the Board's decisions to document evidence it is not reimbursable (www.cbca.gsa.gov – Civilian Board of Contract Appeals – Decisions – Search). Print a copy of the applicable Board's decision(s) to send to employee as support for the decision not to reimburse an amount.

o) Prepare standard letter to employee using database found on the N drive (N:\TRAVEL\COS RELOCATION ASSISTANCE\REAL ESTATE VOUCHER DATABASE). Standard decisions are regularly used are in the database as well for convenience.

12. Relocation Income Tax Allowance (RITA)

Refer to 41 CFR 302-17 for regulations governing reimbursement for RITA.

a) For Enter on Duty dates prior to 1/1/15
   i. Receive signed RITA voucher (OF 1012) along with RITA Certification Form (NF1632), Schedule SE (Self Employment Income tax form) if applicable, 1099-R forms for military retirement only, and W2 forms for year RITA being filed.
b) For Enter on Duty dates on or after 1/1/15
   i. Receive signed RITA voucher (OF1012) along with Statement of Income Form (NF1842), for year RITA being filed.
c) Open current year RITA Master Record and log voucher as being received (working copy is found on shared drive. WMS creates a tickler for RITA's needing to be filed. Once the RITA is filed the tickler will close allowing the person to see how many RITA's are left on the RITA Master Record.
d) If BOC was issued for non-filing of RITA, rescind bill. If bill has been turned over to Treasury for collection, get with AR to recall the debt. Once completed, if payment is due the employee, double check with AR to ensure Treasury will not withhold payment and send to NASA. Debt must be cleared in their system to properly process payment to the traveler.
e) Open EFC file in TechDoc to review.
f) Review forms for completeness:
g) For Enter on Duty dates prior to 1/1/15
   i. OF 1012 is completed and signed.

ii. RITA Certification form (NF1632):
iii. Income is completed; if not, request updated form from traveler; if it is filled out but incorrect, send traveler e-mail to concur with what we think is correct. See e-mail wording in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022630&gen=$latest.
iv. If no spousal income, box must be marked; we cannot mark it for the traveler. Traveler would need to re-send in, with the box marked if spouse had no income.
v. 1040 Filing Status marked, if not, request updated form from traveler.
vi. Compare State Tax Info to vouchers paid in that year. Annotate each state in which taxes were withheld.
vii. Locality info is only applicable for Ohio and Maryland. If Ohio, the work city and residence city information should be on the completed NF1632. If Maryland, the county in which they were residents as of Dec 31of the year they are filing the RIT should be on the completed NF1632. See Document for Web site addresses: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022601&gen=$latest
viii. If income for spouse is being claimed, spouse must sign this certificate.
ix. Open Tax Grand Totals for the year the RIT is filed. Save an Adobe version and put with voucher package (found on shared drive Technician's working folder).

h) For Enter on Duty dates on or after 1/1/15
i. OF 1012 is completed and signed.
ii. Statement of Income form (NF1842):
iii. Income is completed; if not, request updated form from traveler; if it is filled out but incorrect, send traveler e-mail to concur with what we think is correct. See e-mail wording in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022630&gen=$latest.
iv. 1040 Filing Status marked, if not, request updated form from traveler.
v. Compare State Tax Info to vouchers paid in that year. Annotate each state in which taxes were withheld.
vi. Locality info is only applicable for Ohio and Maryland. If Ohio, the work city and residence city information should be

on the completed NF1632. If Maryland, the county in which they were residents as of Dec 31of the year they are filing the RIT should be on the completed NF1632 or NF1842. See Document for Web site addresses: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022601&gen=$latest

vii. If taxes were filed as Married Filing Jointly, spouse must sign this certificate.

viii. Open Tax Grand Total from WMS for the year the RIT is filed. Save an Adobe version and put with voucher package (found on shared drive Technician's working folder).

i) For EOD's before 1/1/15, open RITA Review Checklist from TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022453&gen=$latest

i. Fill out all blanks with documents sent in from traveler and other documents gathered to process RITA.

ii. Open the appropriate Template Calculation spreadsheet (based on EOD date) from TechDoc here: (https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022489&gen=$latest)

iii. Save a copy for this traveler (Last Name, First Name, TA, xxRITA).

iv. Input data from tax tables from GSA.

v. Input State where taxes were incurred/withheld for those vouchers paid in the previous year which included WTA.

vi. Input the Covered taxable total from 4782

vii. Input the WTA total from 4782

viii. Input current state of withholding and rate

ix. Input Name/Year of RITA/Center/Technician's name at the bottom

x. Compare amount due on manual template vs. moveLINQ for accuracy.

xi. Save an adobe file format of this page, to input in voucher package.

j) Open moveLINQ software: https://cos.nssc.nasa.gov/moveLINQ/ReloLogin.aspx

k) Enter User ID and password.

l) Select Organization (Center funding the move) and click Submit.

m) Click on "Name" to sort list alphabetically to find the relocation for the traveler filing the voucher.

n) Click on the vendor number under the Relocation Description column to open the appropriate file. This opens all documents related to this move, the authorization and vouchers.
o) Click on the Employee tab. At the bottom, input earned income for employee and spouse, if applicable, and click save at the top.
p) Return to main tab, and click "Create RITA Voucher"
q) Choose year RITA is being filed.
r) Choose vouchers to be included in calculation (never include HMI vouchers paid in that year). If HMI is included, it will calculate properly but will not allow CS to submit the voucher after it is approved.
s) Choose filing status.
t) Validate retirement (FERS vs. CSRS)
u) Input locality rates, if applicable.
v) Make sure state is accurate, and input withholding rate.
w) Go to Tax tab in moveLINQ, and update state tax percent and ensure state listed in FPPS matches the state in moveLINQ and click SAVE.
x) Go to Main tab in moveLINQ, click Print Preview. This will Open the voucher in its final state
y) Save moveLINQ voucher to attach behind OF 1012 to go to audit with all supporting material; stamp it with "Calculation Backup" stamp found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022663&gen=$latest
z) Close voucher or it will lock the voucher file
aa) Close relocation or it will lock the relocation file
bb) If amount is due back to the government, BOC is setup by SP-L2 COS lead via the AR Department.

B. Required changes to amounts claimed:
   1. Additions: technician must get concurrence in writing from traveler
   2. Reductions:
      a) If the reduction is backed by regulations in the 41 CFR, traveler does not need to be notified
      b) If the reduction is backed by CBCA Decision (or other legal decision), you must contact the traveler of the change.
   3. Stamp the OF 1012 in lower right corner with Adobe stamp "See Backup for Calculations."

C. If no advance or bill of collections (BOC) is involved, proceed to Step 8.
   Output: Examined voucher ready for FB60 to be completed.

STEP 6. **NSSC Travel (SP-L2)** - Determine disposition of advance if final voucher has been submitted.

A. Determine disposition of advance payment:
  1. If advance balance remains but final voucher has **not** been submitted, liquidate portion of advance.
  2. If advance balance remains and final voucher **has been** submitted, liquidate and issue BOC (see step 7).
  3. If advance balance remains and voucher is greater than the balance, liquidate advance balance and pay the difference.
  4. If no balance remains advance to Step 8.

B. **DECISION POINT ONLY-** NO ACTION UNTIL VOUCHER HAS BEEN APPROVED.

STEP 7. **NSSC Travel (SP-L2)** - Prepare BOC.

A. Determine if employee is a Very Important Person (VIP). Note: VIP is defined as a Center director or their Administrative Assistant. A list of VIPs will be provided periodically by CS-L3.
  1. Not A VIP
     a) Proceed to Step B.
  2. If VIP:
     a) Route AR task, with links to supporting documentation attached to the record, to CS-L3 for quality review. Note: CS-L3 will perform quality review and notify appropriate management of pending VIP BOC.
     b) Receive approved AR task from CS-L3 (e-mail or other notes from CS-L3 should be in Work Activity Log of ticket documenting approval).
     c) Proceed to Step B.

B. E-mail employee the backup materials to support BOC amount and let them know a BOC will be forthcoming from NSSC AR. If VIP, find out if VIP has already received the backup from the CS who approved the bill.

C. Input BOC details in the Request a Bill of Collection Service Catalog page in ServiceNow:
Service Catalog > NSSC FM Services Support Requests > Bill of Collection Requests > Travel Bill of Collection Request

D. A WMS ticket is created (the number is at the top of the page after it is submitted) and sent to AR

E. Search for the record, and print the BOC to add to the EFC
F. Post BOC amount on 1575 sheet in EFC and put copy of the BOC from the WMS system, and calculation in Part 4 of EFC file. Bookmark BOC in Part 4 of EFC.
Output: IDR prepared and sent to AR; Bill details have been sent to the traveler.

STEP 8. **NSSC Travel (SP-L2)** – Verification before review (Control Activity)

A. Complete the FB60 worksheet
   1. Template can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2018128&gen=$latest
   2. Use the SAP documentation (FMZ3 screenshot) to determine funding availability and the NF1450 to determine 400 number.
   3. Mark the top of the worksheet with the type of voucher code using the dropdown list. Example: Employee En Route "EE".
   4. The date the NSSC received complete voucher should match on the FB60 worksheet in blocks "Invoice Date" and "Date of Receipt."
   5. Use FPPS information (from Step 3) to verify retirement system and State (screen pdvw).

B. Determine if the Federal Insurance Contributions Act (FICA) tax limit has been reached. The info sheet should have current figures on it, and it should show if traveler is over the calendar year FICA limit.
   1. Check FICA limit based on current Internal Revenue Service (IRS) rules for salary tax liability (for current year).
   2. "X" the FICA Block and initial on the PCS Worksheet.

C. Final Flag Tab: Determine if entitlement being vouchered is the last time it should be vouchered against. (i.e., employee has vouchered for En Route, and family has now vouchered for En Route, and any HHT are complete, the Final Flag sheet should be completed.

D. Create and print moveLINQ Voucher:
   1. Access software: https://cos.nssc.nasa.gov/moveLINQ/ReloLogin.aspx
      a) Enter User ID and password.
      b) Select Organization (Center funding the move) and click Submit.
      c) Click on "Name" to sort list alphabetically to find the relocation for the traveler filing the voucher.

d) Click on the vendor # under the Relocation Description column to open the appropriate file. This opens all documents related to this move, the authorization and vouchers.

2. Scroll down and click on Create Voucher. This is located with the authorization (or amendment to the authorization). The next screen will show pertinent entitlements to the employee.
3. Choose the entitlement being vouchered. **Only choose one voucher type at a time.** If traveler submitted three vouchers, choose one voucher. Work voucher until all expenses are input. Save and Close voucher. Do the same for the remaining vouchers.
4. Click Create Voucher at the bottom of the screen.
5. Input allowable expenses from employee’s voucher to complete voucher in moveLINQ.
   a) Once all expenses are in, click the SAVE button.
   b) Go to Tax tab and choose the State Tax (for House Hunting trips, Property Management, and Sale, State should be the state they are moving out of; for other vouchers it should be the state they are moving into) and rate should populate automatically click SAVE.
   c) Go to Account Tab to ensure all entitlement and taxes are going to the appropriate line of accounting in moveLINQ.
   d) Go to Main tab, click Print Preview. This will open the voucher in its final state.
   e) Save soft copy of voucher and stamp with “Calculation backup” stamp.
   f) Close voucher or it will lock the voucher file.
   g) Close relocation or it will lock the relocation file.

E. Complete Form FB60 (form is self-explanatory) and finalize Voucher Review Checklist. Attach soft copy of FB60 workbook to record when routing for approval.

F. Combine all soft copies into one voucher package. Print to Adobe to lock in all text boxes and stamps. Assemble package in the following order:

1. Voucher Review Checklist – Note: if “Unconfirmed Vendor” message pops up, make notation on front cover page of voucher pdf, to have CS confirm vendor, must be completed before payment can be made.

   Vendor Confirmation Steps:

   a) Receive request to confirm vendor.

b) In SAP:
   i. Double click XK03: Display vendor (centrally).
   ii. Input the vendor number sited in the request
   iii. Delete NSSC from Purch. Organization field
   iv. Click Select All key . This will select all fields in the General data area and in the Company code data area field.
   v. Click Enter three times to verify bank information listed.
   vi. Click Enter twice to verify Payment methods field has a “P” or “C.”
   vii. Click the Exit key .
   viii. Double click FK08: Confirm Vendor Individually (Acctng).
   ix. The vendor number should auto populate in the Vendor field.
   x. Click Enter.
   xi. In the Confirmation status (central) box, click the Confirm button.
   xii. Click the Save key .

c) Return to request and add ‘Vendor confirmed’ to the work notes. Assign request to the original requestor.

2. FB60
3. Final Flag (if applicable) Note: Taxes and Relocation Income Tax (RIT) Allowance lines should not be set to complete until last RITA is filed and paid.
4. OF 1012 page 1
5. Receipts/Supporting documentation, including OF 1012 page 2 (not for FM or FTQ/LSTQ)
6. For Sale or Purchase:
   a) Real Estate Letter
   b) Cases/Decisions for disallowed items on letter
   c) NF1338
   d) Closing Disclosure or HUD1 Settlement Statement
   e) Contract (Purchase or Sale Agreement)
7. For ATQ: NF1500
8. For RITA:
   a) If EOD is prior to 1/1/15
      i. Form 1632
      ii. RITA Review Checklist

iii. W2 forms, 1099-R for military retirement only, and Schedule SE

b) if EOD is on or after 1/1/15

i. Form 1842

ii. RITA Review Checklist

9. PCS (Information) Worksheet
10. SAP FC doc
11. SAP Consumption confirm funding is available to cover the gross voucher amount before taxes are withheld. If there is not enough funding, contact L3 to add funding to the needed line(s).
12. SAP Banking
13. FPPS Banking
14. FPPS FICA, current period (PD) and YTD

G. Attach to WMS record.

H. Attach FB60 Excel workbook to WMS record.

I. Assign task to FM-CS-L3 responsible for reviewing and approving the voucher.

Output: Travel voucher ready for review.

STEP 9. **<u>NSSC Travel (CS-L3)</u>** - Conduct review of claimed expenses. (Control Activity) Note: See Appendix B for open entitlements an employee has not filed for.

A. Log into WMS and access the COS voucher task.

1. Scroll down and access the All Attachments tab.
2. Open the attached voucher packet.
3. A voucher packet should include the following:
   a) Voucher Review Checklist
   b) Form FB60
   c) Final Flag [This document is only included when the final voucher for a G/L code has been submitted.]
   d) OF 1012 (signed) and supporting documentation, if any
   e) mLINQ voucher
   f) Permanent Change of Station (Information) Worksheet
   g) SAP Funds Commitment Information
   h) Current FPPS Info
4. Verify OF1012 has been signed by the employee (not a family member, unless legally authorized to do so).
5. Verify required receipts are provided (if applicable).

6. Using the information on the Voucher Review Checklist (the 1st page of each voucher packet), open the EFC in TechDoc.

B. RITA Specific Validation steps:

1. Match the WTA and Covered taxable amounts from mLINQ sheet to the 4782
   a) mLINQ:

12. RITA	
a. Total WTA for Tax Year	477.96
b. Total Covered Taxable for Tax Year	1,433.88
c. Combined Marginal Tax Rate	0.250000

   b) 4782 – validate amounts add up as expected

WTA	Moving exp Deduction (pd to Empl.)	Amt of covered taxable reimbursement
44.63		133.88
	42.79	
	240.48	
0.00		0.00
0.00		0.00
433.33		1,300.00
0.00		0.00
0.00		0.00
	0.00	
	0.00	
0.00		0.00
	0.00	
477.96	283.27	1,433.88

   c) Manual calculation by SP

3. Enter total covered taxable reimbursements from Column F Line 12 (Blackout Sheet Relocation Payment Worksheet)	$1,433.88
4. Item 3 multiplied by item 2. (relocation income tax allowance)	$477.96
5. Enter total WTA paid in Year 1. (see Relocation Payment Worksheet)	$477.96

2. Three-way match the Federal, State and Local tax rates: 1-mLINQ to the 2-manual spreadsheet, to the 3-official tax table from the IRS
   a) mLINQ:

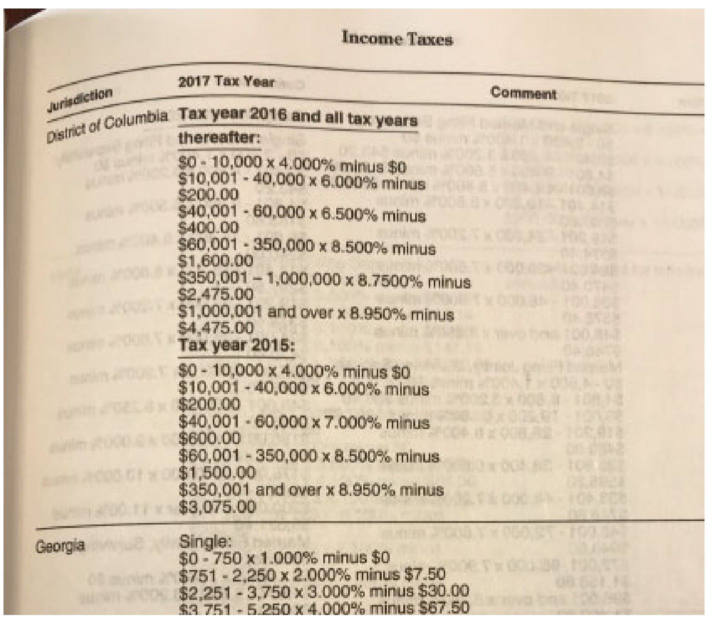
7. TAX RATES/MULTIPLIERS			e. Fed Withholding Tax Rate (FWTR)		0.220000
a. Federal Year 1 Marginal Tax Rate		0.250000	f. State Withholding Tax Rate	FL	0.000000
b. Federal Year 2 Marginal Tax Rate		0.250000	g. FICA (Social Security) Rate		0.062000
c. State Year 1 & 2 Marg. Tax Rate	FL	0.000000	h. HIT (Medicare) Rate		0.014500
d. Local Marginal Tax Rate		0.000000	i. Employer FICA (Soc. Security) Rate		0.062000

b) Manual calculation by SP

Computation of Combined Marginal Tax Rate:

1. Enter federal tax rate from tax table for relocation income tax allowance		0.25
2. Federal tax rate item 1 from 1.00 (1.00 - 0.25)		0.75
3. Enter State tax rate from state tax table for relocation income tax allowance. (Table C16019)	FL	0.00000
4. Item 2 multiplied by item 3.		0.000
5. Enter local tax rate. (C16008-5c)		0.00
6. Item 5 multiplied by item 2.		0.00
7. Items 1,4, and 6 added. Result is the Combined Marginal Tax Rate (CMTR).		0.25

c) State tax book



Income Taxes

Jurisdiction	2017 Tax Year	Comment
District of Columbia	**Tax year 2016 and all tax years thereafter:** $0 - 10,000 x 4.000% minus $0 $10,001 - 40,000 x 6.000% minus $200.00 $40,001 - 60,000 x 6.500% minus $400.00 $60,001 - 350,000 x 8.500% minus $1,600.00 $350,001 – 1,000,000 x 8.7500% minus $2,475.00 $1,000,001 and over x 8.950% minus $4,475.00 **Tax year 2015:** $0 - 10,000 x 4.000% minus $0 $10,001 - 40,000 x 6.000% minus $200.00 $40,001 - 60,000 x 7.000% minus $600.00 $60,001 - 350,000 x 8.500% minus $1,500.00 $350,001 and over x 8.950% minus $3,075.00	
Georgia	Single: $0 - 750 x 1.000% minus $0 $751 - 2,250 x 2.000% minus $7.50 $2,251 - 3,750 x 3.000% minus $30.00 $3,751 - 5,250 x 4.000% minus $67.50	

d) IRS Form 1040ES tax table:

2018 Tax Rate Schedules

Caution. *Don't use these Tax Rate Schedules to figure your 2017 taxes. Use only to figure your 2018 estimated taxes.*

Schedule X—Use if your **2018** filing status is **Single**

If line 3 is: Over—	*But not over—*	The tax is:			*of the amount over—*
$0	$9,525	-----------	+	**10%**	**$0**
9,525	38,700	**$952.50**	+	**12%**	**9,525**
38,700	82,500	**4,453.50**	+	**22%**	**38,700**
82,500	157,500	**14,089.50**	+	**24%**	**82,500**
157,500	200,000	**32,089.50**	+	**32%**	**157,500**
200,000	500,000	**45,689.50**	+	**35%**	**200,000**
500,000	-----------	**150,689.50**	+	**37%**	**500,000**

Schedule Z—Use if your **2018** filing status is **Head of household**

If line 3 is: Over—	*But not over—*	The tax is:			*of the amount over—*
$0	$13,600	-----------	+	**10%**	**$0**
13,600	51,800	**$1,360.00**	+	**12%**	**13,600**
51,800	82,500	**5,944.00**	+	**22%**	**51,800**
82,500	157,500	**12,698.00**	+	**24%**	**82,500**
157,500	200,000	**30,698.00**	+	**32%**	**157,500**
200,000	500,000	**44,298.00**	+	**35%**	**200,000**
500,000	-----------	**149,298.00**	+	**37%**	**500,000**

Schedule Y-1— Use if your **2018** filing status is **Married filing jointly or Qualifying widow(er)**

If line 3 is: Over—	*But not over—*	The tax is:			*of the amount over—*
$0	$19,050	-----------	+	**10%**	**$0**
19,050	77,400	**$1,905.00**	+	**12%**	**19,050**
77,400	165,000	**8,907.00**	+	**22%**	**77,400**
165,000	315,000	**28,179.00**	+	**24%**	**165,000**
315,000	400,000	**64,179.00**	+	**32%**	**315,000**
400,000	600,000	**91,379.00**	+	**35%**	**400,000**
600,000	---------	**161,379.00**	+	**37%**	**600,000**

Schedule Y-2—Use if your **2018** filing status is **Married filing separately**

If line 3 is: Over—	*But not over—*	The tax is:			*of the amount over—*
$0	$9,525	---------	+	**10%**	**$0**
9,525	38,700	**$952.50**	+	**12%**	**9,525**
38,700	82,500	**4,453.50**	+	**22%**	**38,700**
82,500	157,500	**14,089.50**	+	**24%**	**82,500**
157,500	200,000	**32,089.50**	+	**32%**	**157,500**
200,000	300,000	**45,689.50**	+	**35%**	**200,000**
300,000	-----------	**80,689.50**	+	**37%**	**300,000**

Form 1040-ES (2018) **-7-**

3. Filing Status
   a) mLINQ

   11. FILING STATUS Married filing separately

   b) NF1842

   Federal Information

   Federal Filing status Married Filing Separately

4. Validate States reported during the year of the RITA being processed
   a) 1575

EE			Txbl	$44.63	$178.51 Taxable	W	$44.63	
			NonTxbl			H	$2.59	
					$283.27 Non-Taxable	F	$11.07	
						S	$0.00	FL State
$1,300.00	FM		Txbl	$433.33	$1,733.33 Taxable	W	$433.33	
			NonTxbl			H	$25.13	
						F	$107.47	
					Non-Taxable	S	$0.00	FL State

b) NF1842

State Information		
		Name of State or Locality
	Relocation: State you are moving out of ETDY: Permanent Duty Station	Alabama
	Relocation: State you are moving into ETDY: ETDY Location	Florida

c) mLINQ

7. TAX RATES/MULTIPLIERS			e. Fed Withholding Tax Rate (FWTR)		0.220000
a. Federal Year 1 Marginal Tax Rate		0.250000	f. State Withholding Tax Rate	FL	0.000000
b. Federal Year 2 Marginal Tax Rate		0.250000	g. FICA (Social Security) Rate		0.062000
c. State Year 1 & 2 Marg. Tax Rate	FL	0.000000	h. HIT (Medicare) Rate		0.014500
d. Local Marginal Tax Rate		0.000000	i. Employer FICA (Soc. Security) Rate		0.062000

5. Local taxes claimed

a) mLINQ:

7. TAX RATES/MULTIPLIERS			e. Fed Withholding Tax Rate (FWTR)		0.220000
a. Federal Year 1 Marginal Tax Rate		0.250000	f. State Withholding Tax Rate	FL	0.000000
b. Federal Year 2 Marginal Tax Rate		0.250000	g. FICA (Social Security) Rate		0.062000
c. State Year 1 & 2 Marg. Tax Rate	FL	0.000000	h. HIT (Medicare) Rate		0.014500
d. Local Marginal Tax Rate		0.000000	i. Employer FICA (Soc. Security) Rate		0.062000

b) NF1842

Locality Information - Residence City, County *(Parish for Louisiana)*, and City of Workplace

	Name of County / Parish	Filing Status
Relocation: County/Parish you are moving out of ETDY: County/Parish of Permanent Duty Station	Madison	Married Filing Separately
Relocation: County/Parish you are moving into ETDY: County/Parish of ETDY Location	Brevard	Married Filing Separately

	Name of Cities of Residence and Workplace	Filing Status
Relocation: Residence City you are moving out of ETDY: Residence City of Permanent Duty Station	Huntsville	Married Filing Separately
Relocation: Residence City you are moving into ETDY: Residence City of ETDY Location	Merritt Island	Married Filing Separately
Relocation: Workplace City you are moving out of ETDY: Workplace City of Permanent Duty Station	Huntsville	Married Filing Separately
Relocation: Workplace City you are moving into ETDY: Workplace City of ETDY Location	Kennedy Space Center	Married Filing Separately

6. Amount due and taxes withheld

a) mLINQ

14. TAX DETAILS	
a. Total Subject to Taxes	0.00
b. Federal Withholding	0.00
c. State Withholding	0.00
d. Employee FICA	0.00
e. Employee HIT	0.00
f. Employer FICA	0.00
g. Employer HIT	0.00
h. Government Contribution	0.00
i. Total FRB Check	0.00
j. Total Advance	0.00
k. Total Due Employee	0.00

b) Manual calculation by SP

6. Item 4 minus item 5. Result is relocation income tax (RIT) allowance payable or amount subject to collection from employee. (Gross RIT)		$0.00
7. Item 6 multiplied by 25% federal income tax.		
8. Item 6 multiplied by FICA 6.20% (if applicable) (FERS Employee)		
9. Item 6 multiplied by Medicare 1.45% (Health Insurance)		
9a. Item 6 muplilied by State Tax Deduction	FL 0.0000	
10. Item 6 minus items 7,8, and 9. (Result Amount Due/Owes employee) (Net RIT)		$0.00
11. Deduct all Overpayments.		$0.00
12. Net Payment of RITA Due Employee.		$0.00

7. Ensure employee has signed the NF1842, and if filing status is Married Filing Jointly, the spouse has also signed.

C. Log in to TechDoc

1. Access the EFC for the employee: FM/Travel/COS Vouchers/Center/Employee's folder with same TA#/Employee's EFC file.
2. Hover over the bottom portion of the EFC to view the navigation tool.
3. Click the Adobe symbol (to the right of the toolbar) to open the left side menu.
4. Click the Bookmark icon to open bookmarked sections.
5. Review the following in the EFC:
   a) Part 2: Travel Orders
      i. NF1450 – verify the entitlement being vouchered has been authorized on the orders.
   b) Part 4: Paid Vouchers
   c) Part 4: Paid Vouchers
   d) Part 5: SAP & Estimate

e) Open the most recent estimate and review the amount estimated.

6. Using the information on the FB60 (the 2ND page of each voucher packet), open the FC document in SAP and verify all the information on the FB60.

D. Log into SAP
   1. Access T-code FMZ3 – Display Funds Commitment.
   2. Enter the FC document # (400#) in the Document number field.
   3. Press enter.
   4. Shrink the columns so all the information entered shows.
   5. Highlight the line that has been established with the G/L code for the entitlement being vouchered.
   6. Click the Consumption key.
   7. Verify there are enough open funds available to cover the full cost of the voucher to include taxes.
      a) If enough funds are not available, proceed with the following:
      b) Add the amount of funds needed (See Add Funds to an Existing Line).
      c) Request funds needed from the Center (See Submit a Funds Request to the Center).
      d) Do not go any further, place the voucher in a pending status until funds are available for payment.
      e) Proceed when funds are provided by the Center.
      f) If funds are available, proceed.

E. Log into mLINQ
   1. Review the mLINQS calculation sheet for the following:
      a) Verify tax information.
      b) Verify state against current FPPS screenshot.
      c) Verify retirement plan against current FPPS screenshot. [Note: Retirement plan affects whether or not FICA is withheld.]
      d) Verify employee has not reached FICA limit. [Note: Check this on the Permanent Change of Station (Information) Worksheet.]

STEP 10. **<u>NSSC Travel (CS-L3)</u>** - To request an expired fund to be opened if a line was not set up on the FC document.

A. Verify entitlement on the NF1450.
   1. First Duty (En Route, HHG, RITA)

2. FDS 5 USC 9811 -NASA Flex Act (House hunting, Misc. Expense, En Route, HHG, Temporary Quarters (TQ), Real Estate, RITA)
3. PCS Transfer (En Route, Misc. Expense, House hunting, HHG, TQ, Real Estate, RITA)
4. TCS Temporary Transfer (En Route, Misc. Expense, House hunting (for trip there only), HHG, TQ, PM, RITA)
5. SES Last Move Home (En Route, HHG, RITA)

B. Refer to the Remarks section for additional information on the NF1450.

C. Ensure the dates of the claim are within agreement of the NF1450.

1. All entitlements must be after the Service Agreement signed date.
2. If prior to Service Agreement, check date on webform and/or Offer letter. If entitlements start before those dates, contact Center for date of Administrative Intent (e.g., e-mail traffic), and have proof of intent forwarded to NSSC COS Travel POC.
3. An employee's HHT must be taken prior to the EOD date.
4. A spouse's house hunting must be taken prior to the spouse's En Route.
5. Household goods date may be before the EOD date but should be after the Service Agreement signed date.
6. If Home Marketing Incentive (HMI) is received, verify TQ does not exceed 60 days.
7. If member extended their TQ beyond 60 days, then the HMI is withdrawn.
8. HMI approved by HR and logged on the NF1450.

D. Verify you have the following:

1. Correct name, reason for claim, and TA#.

Output: Review complete.

STEP 11. **NSSC Travel (CS-L3 & SP-L2)** - Travel voucher rejection.

A. If no discrepancies, go to step 12.

B. Reviewer determines discrepancies and returns voucher to FM-SP-L2 for correction. Route task back to FM-SP-L2 with errors noted.

C. SP-L2 makes noted corrections and returns task to FM-CS-L3 for review.

Output: Reviewed voucher ready for payment.

STEP 12. **NSSC Travel (CS-L3)** - Reviewer approves, signs, and dates travel voucher. (Control Activity)

A. After all information has been verified, proceed with signing voucher packet:

1. Initial and date the Voucher Checklist.
2. On the Voucher Checklist, “x” the following boxes:
   a) Name
   b) Travel Dates
   c) Obligation Verification
3. Final Flag – Digitally sign (if applicable)
4. OF1012 – Digitally sign block 14
5. MLINQS calculation sheet (page 1) – Digitally sign block 19b

B. Print voucher package to Adobe to lock in signature and modifications and add your initials to the end of the file to rename the document.

C. Remove original voucher attached to the record by FM-SP-L2 initialed

D. Attach approved/signed voucher packet to task.
1. Click the All Attachments tab and complete the following:
   a) Under attachments, click “New”.
   b) Click Browse; locate and select the saved voucher packet. Note: This will be the voucher packet you approved.
   c) Click Attach. The file will appear listed below the Current file attachments title.
   d) Click the x in the upper right corner of the Attachments box to close.
   e) In the All Attachments tab, check the box of the original voucher packet attached by SP.
   f) Click the drop down arrow of the Actions on selected rows button.
   g) Select delete.
   h) Click OK. Allow the screen to refresh to remove documents.
2. Click the COSV tab.
   a) Click the COS Voucher tab.
   b) In the COS tab, click the drop down arrow of the Voucher Status field.
   c) Select the Voucher Approved.
   d) Click Update. Note: Ticket should refresh and return back to Task. If not, click the back arrow located in the top left corner of the ticket.

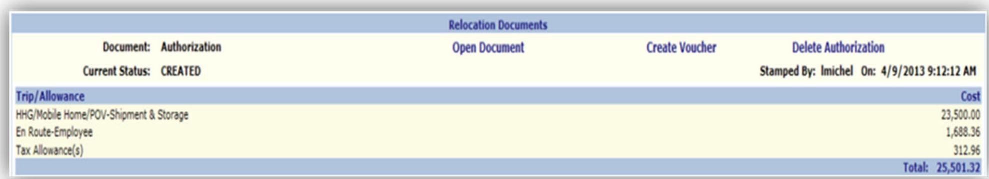
E. Assign task back to FM-SP-L2 with voucher approved in the Activity Log.
1. In the SNOW Task view:
   a) Update the Status to Work in Progress.
   b) Update Assigned Group field to FM – Change of Station L2.
   c) Update “Assigned To” field to the SP who completed the voucher.
   d) Enter Voucher Approved in the Work Notes.
   e) Click Update. Note: Confirmation of action will appear at the top of the screen.

Output: Approved travel voucher.

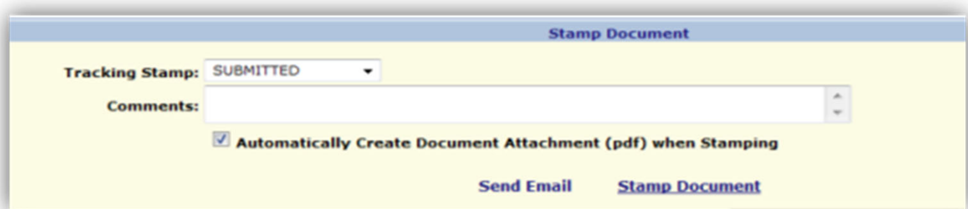
STEP 13. **NSSC Travel (SP-L2)** – Submit the voucher in moveLINQ

A. Submit the voucher in moveLINQ.

1. Select Organization. Note: This is the Center paying for the move. Also represented by the first two digits of the TA#.
2. Click Submit .
3. Enter the first few digits of the employee's last name in the Last Name field.
4. Click Search.
5. Click the Relocation number. Note: This number is the vendor number in SAP.
6. Click Open Document in the Voucher. Note: Check the entitlement and amount to verify you are selecting the correct voucher.



7. Click the Tracking tab
8. In the Stamp Document box, click the drop down arrow and select Submitted in the Tracking Stamp field.



9. Place a check in the "Automatically Create Document Attachment (pdf) when Stamping" box".
10. Click Stamp Document.
11. Always click Close to exit from screen. Note: Never click the X to close a screen in this program. This will cause the record to become locked every

time. Also, if the record times out, this locks the record. The record must be unlocked by a mLINQS user with Admin roles.

Output: Document stamped Submitted in moveLINQ

STEP 14. **NSSC Travel (SP-L2)** - Record disbursement into SAP (FB60 - Finance Invoice (FI)

A. Log into SAP and enter t-code FB60
B. Basic data tab, complete using the FB60 worksheet.
   1. Vendor.
   2. Invoice Date (date completed voucher received by NSSC)
   3. Reference: abbreviation of voucher type (ex: EE, FM, ATQ1, etc.)
   4. Amount: net payment to traveler
   5. Text: TA #
   6. Invoice Receipt Date (same as invoice date)
   7. Document Type ZU (COS) Voucher (use drop down)
   8. When you choose ZU, the Vendor name appears to the right. Click the "puzzle piece" icon to go to vendor screen.
   9. This will bring you to another screen; press enter until you see the banking.
   10. Under the Vendor/Address select button, check banking against FPPS information: 01 Checking /02 Savings; P (Payment type downloaded from FPPS).
   11. Complete the information at the bottom.
   12. General Ledger (GL)/acct (6100.2123 etc.)
   13. Amount in doc. curr $
   14. Right scroll to cost Center (10AB123)
   15. Order (FC000000)
   16. Right scroll to Earmarked (400123456)
   17. Line Item (1 or 2 etc.)
C. Payment Tab:
   1. NT30
   2. P Payment
   3. Pmnt meth.supl. XX Center Code, example: 10, 72, etc.
   4. Pmnt Block Free for payment

5. Part Bank Note: If member has two accounts, verify with member which account to use. Select the FPPS account P instead of the default travel account.
6. Check bal. at the top right. If not zero, work the difference.
7. Simulate.

D. At the Document Overview screen
1. Final Check.
2. Post.

E. Type the Document 19XXXXXXX number given, initial, and date at the bottom bar on the FB60 worksheet (Document 19XXXXXXX was posted in company code NASA).

F. Put 1900 number in COS Voucher tab form.

G. Attach updated file to the record and route task to FM-SP-L2 POC for payment process.

Output: Posted voucher in SAP and ready for payment.

STEP 15. **<u>NSSC Travel (SP-L2)</u>** - Identify payment proposals to run

A. Use daily report and Service Level Agreement (SLA) spreadsheet, to determine payments to be made.

B. Relate all vouchers being paid to the Payment Proposal record for each Center with a proposal for the current day.

Output: Payment ready to be created.

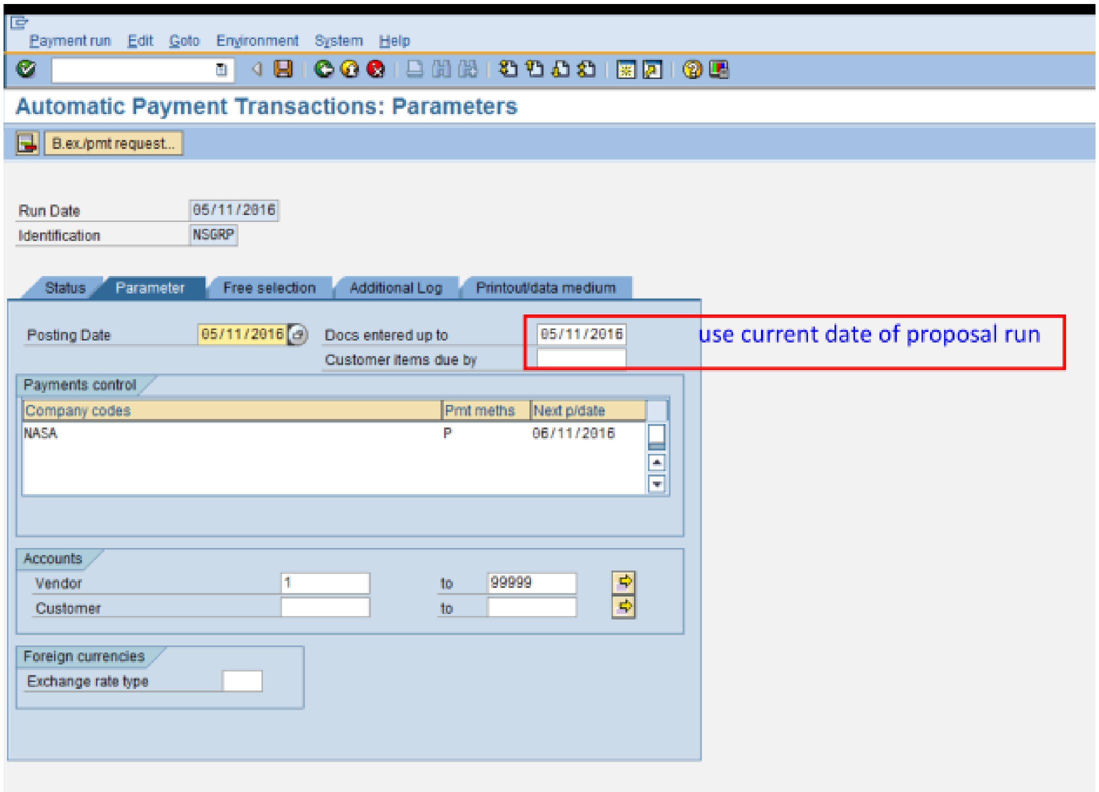
STEP 16. **<u>NSSC Travel (SP-L2)</u>** –Create Change of Station payment proposal in SAP.

A. Create folders for proposals. In shared drive, go to N:\Travel\Travel Payment Posting\Center. Create a folder naming it with today's date and proposal name (ex. 083010 NSHQP). Do this for all Centers needing payments.

B. Log into SAP and key in transaction code ZF110_PRO.

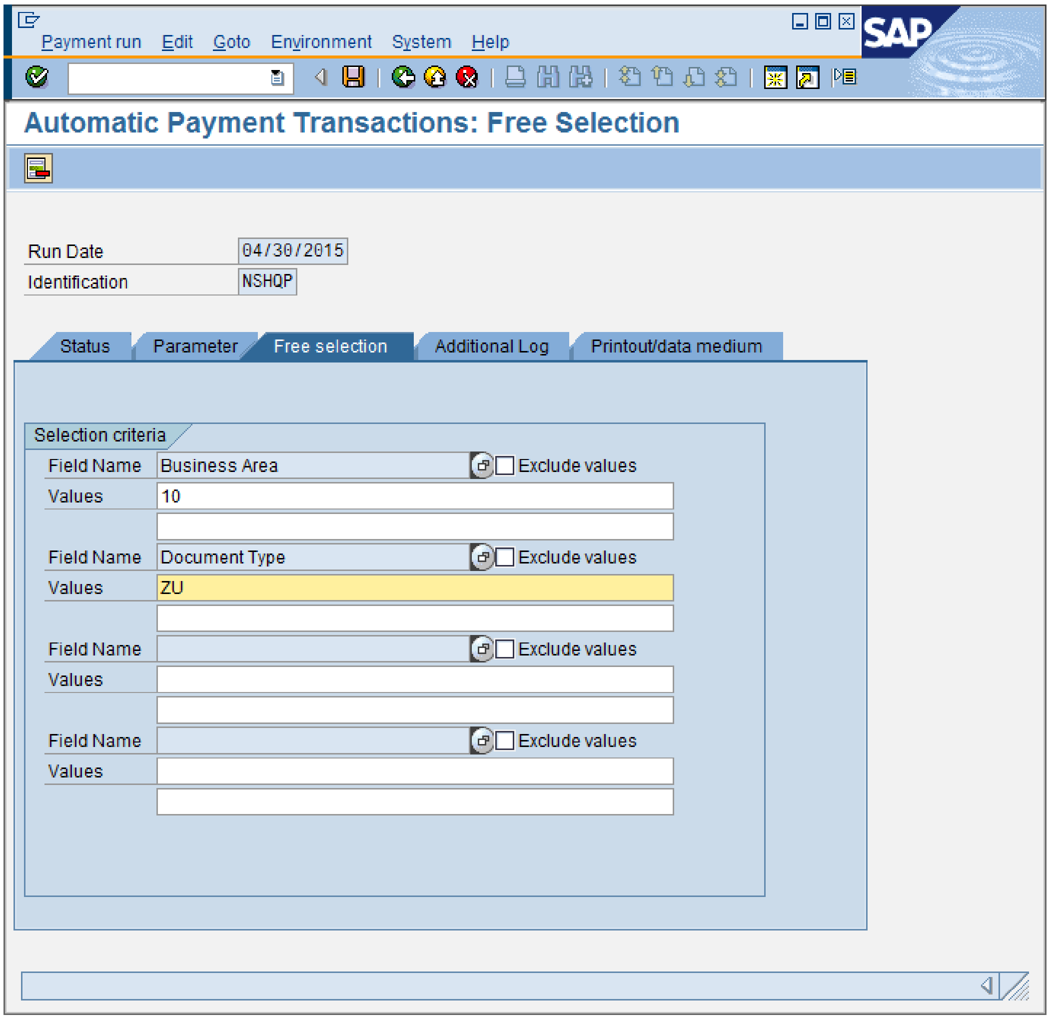
C. Key in today's date as the "Run Date" and input the Center Unique code into the Identification Field (ex. NSHQP).

D. Click the “PARAMETER” tab.



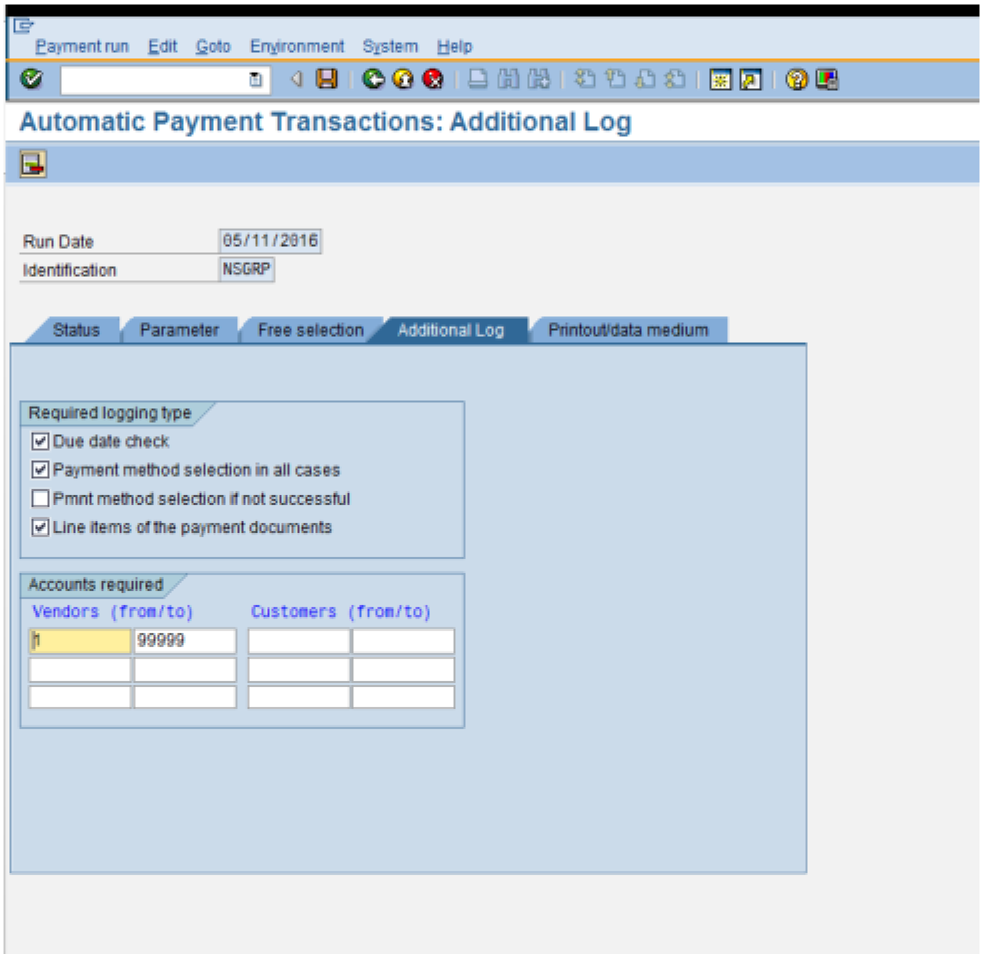
1. Under the COMPANY/CODES FIELD, always input NASA.
2. Input the Payment Method under the PMNT METHS FIELD.
   a) P= People Payment (Electronic Funds Transfer (EFT)
   b) C= Check Payment
3. Under the NEXT P/DATE, enter the date of 30 days from the run date. Note: For Feb you will need to be sure and capture 30 days. ex: Proposal is 2/2/15. Next Payment date would be 3/4/15.
4. In the Vendor field input: 1 to 99999.

E. Click the “FREE SELECTION” tab.



1. In the first FIELD NAME, choose the drop down menu and choose BUSINESS AREA.
   a) Under the next VALUES FIELD, put in the Center code (ex. 10).
2. Under the next FIELD NAME, choose the drop down menu and choose DOCUMENT TYPE.
   a) Under the next VALUES FIELD, put the following document types: ZU

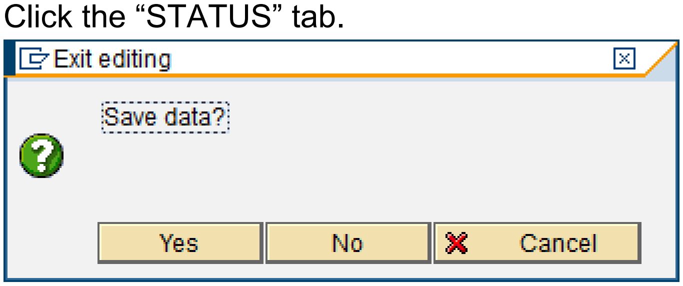
3. Click the "ADDITIONAL LOG" tab.



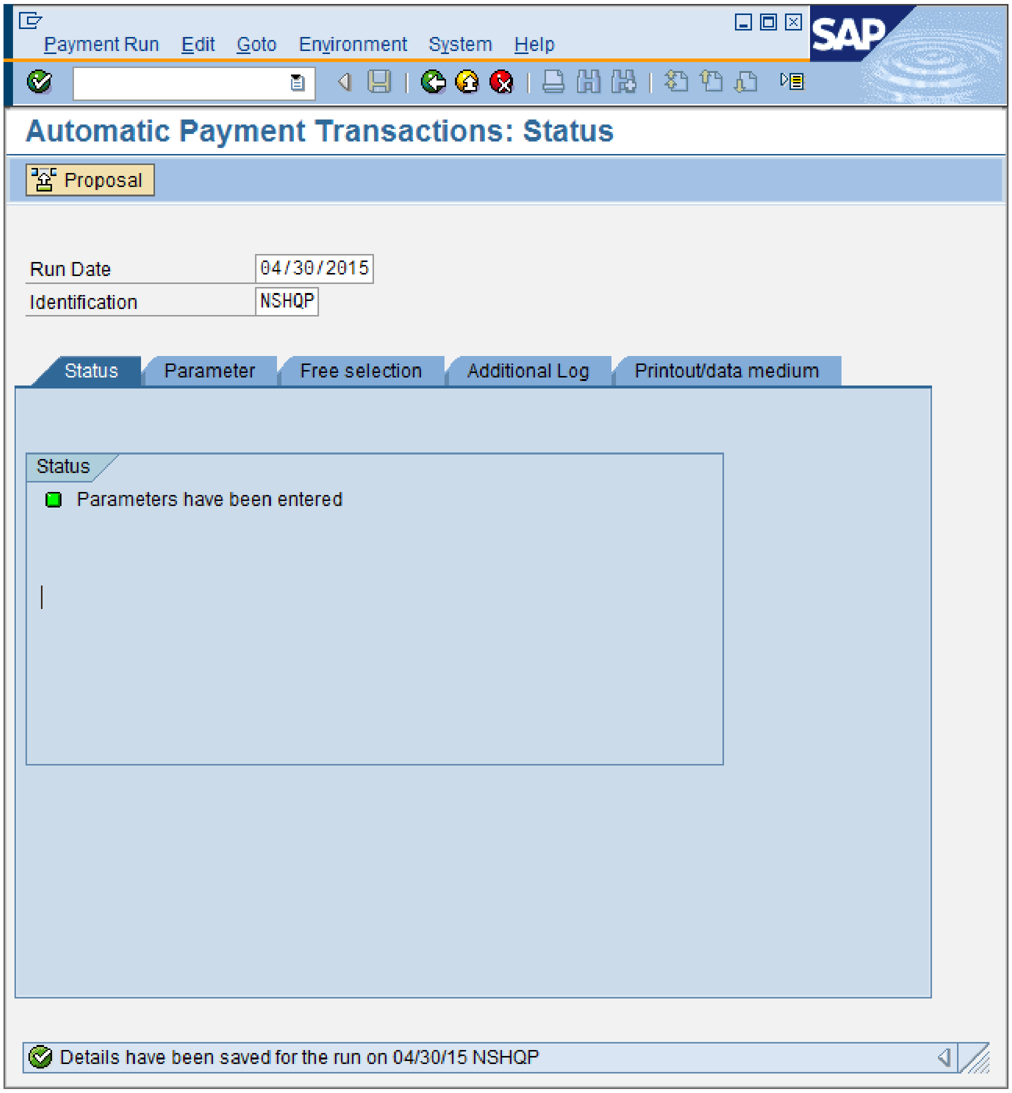
a) Check the following boxes:
   i. Due Date Check
   ii. Payment Method Selection in All Cases
   iii. Line Items of the Payment Documents

b) In the VENDOR FIELD, put 1 to 99999 (5 9's).

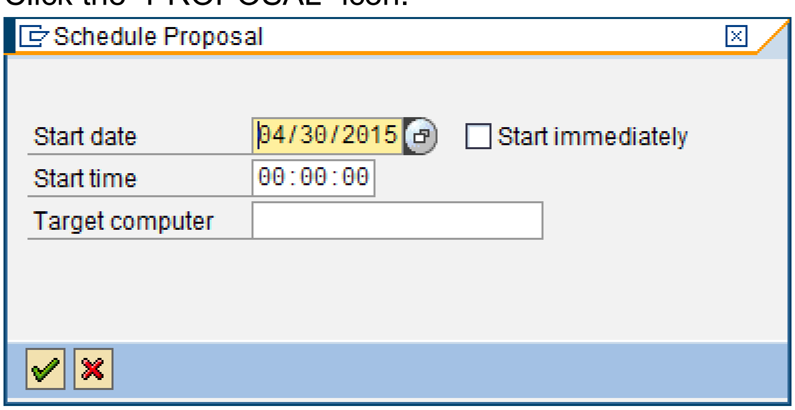
4. Click the "STATUS" tab.



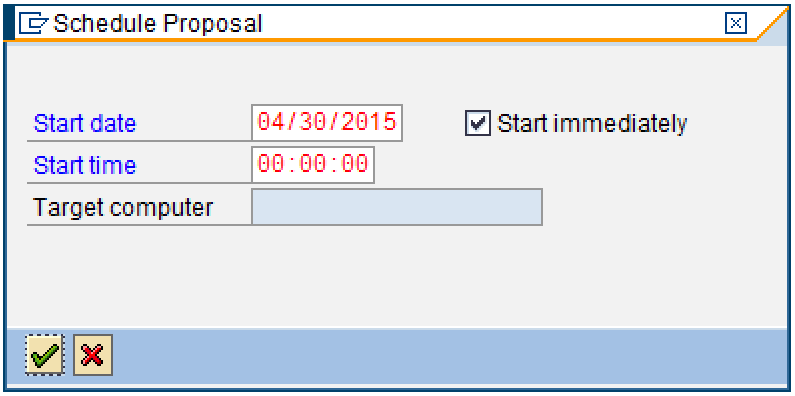
5. Click YES, when prompted to “Save Data?”



6. Click the “PROPOSAL” icon.

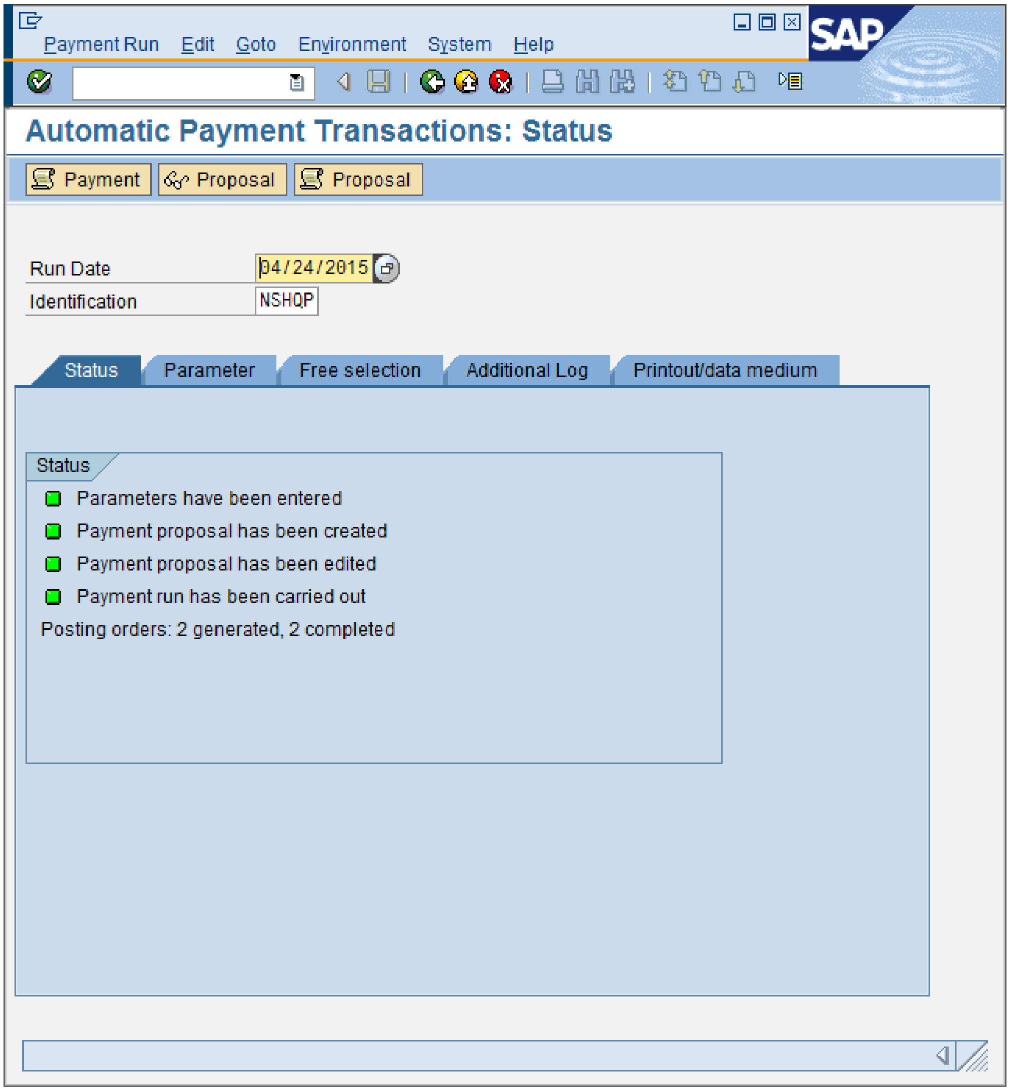


7. In the “SCHEDULE PROPOSAL” box click the “START IMMEDIATELY” box.

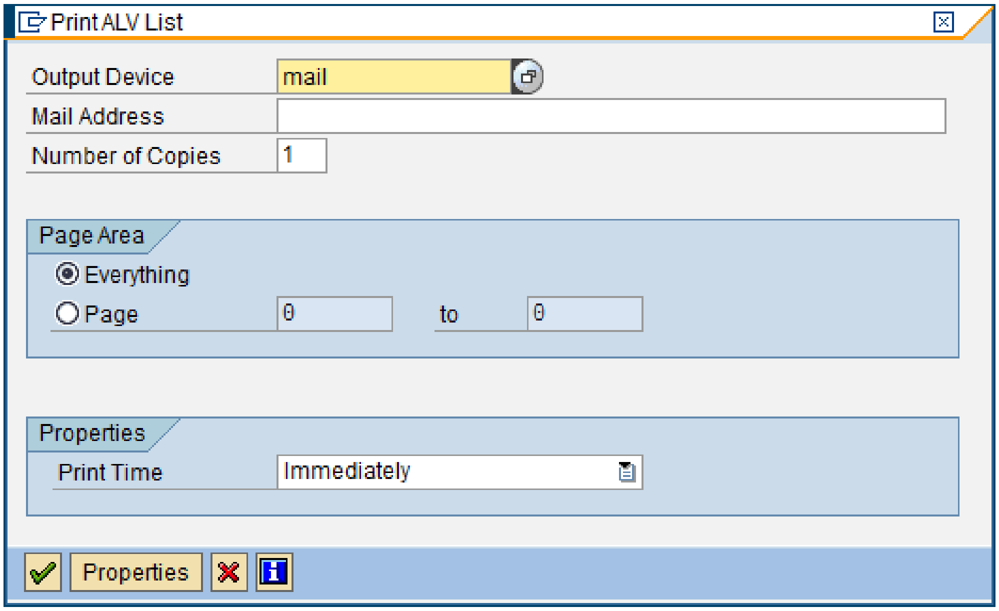


8. Click the “CHECK MARK” icon to execute the proposal launch.

9. When in the “STATUS” tab, press Enter until “PAYMENT PROPOSAL HAS BEEN CREATED” appears.

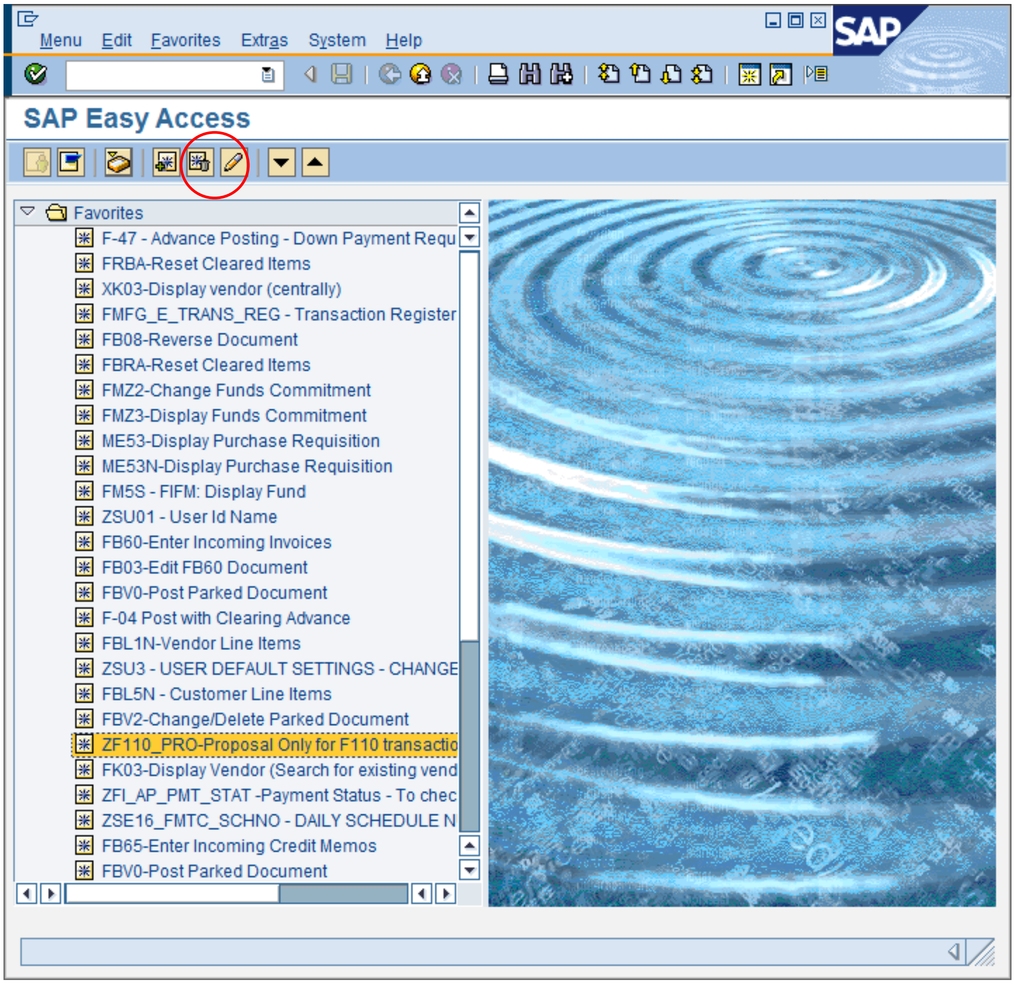


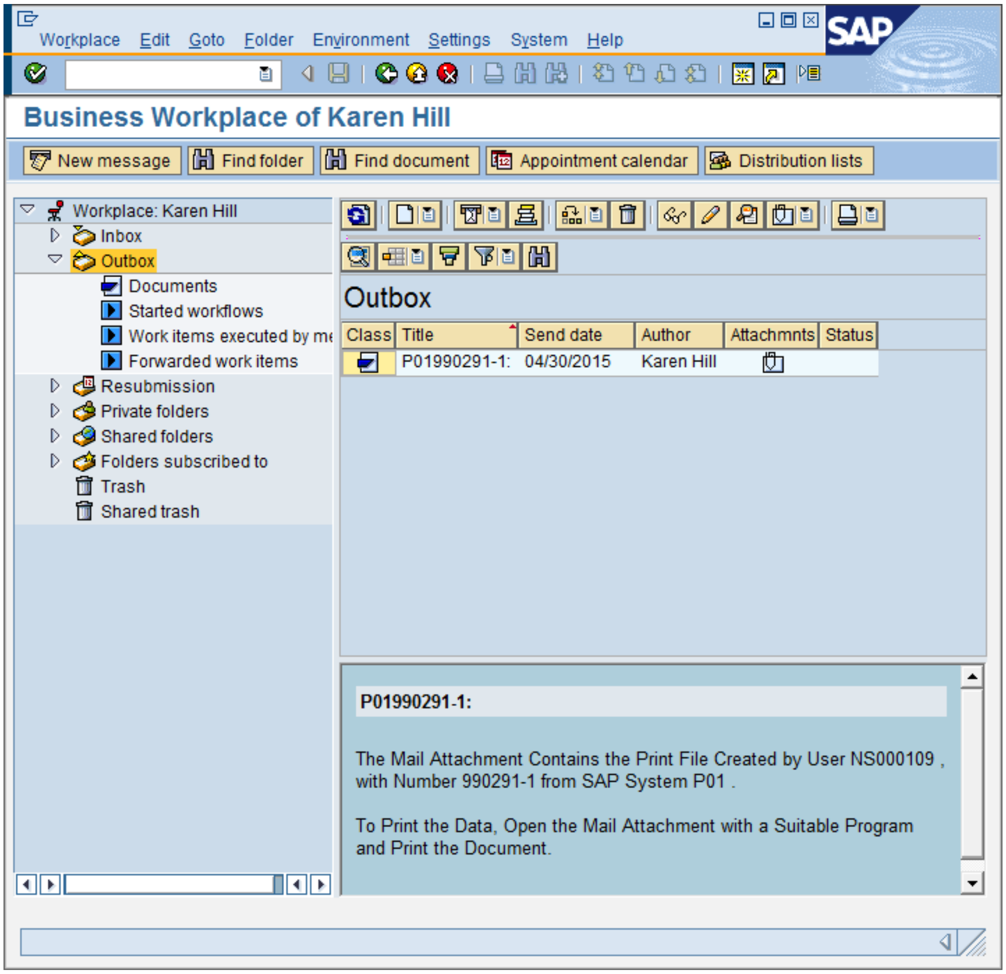
10. Click the "PROPOSAL" icon with the glasses and then click on the printer icon and type the word "MAIL" in the output device field then click the green checkmark. Click green arrow back button twice.



11. Click on SAP Business Workplace icon, the one with the file tray and arrow above it. Then click on OUTBOX. Select file printed from outbox list. Click on Adobe file at bottom left of screen to open. Save file under Travel\Travel Payment posting\Center\current date. Save as "XXXXXX

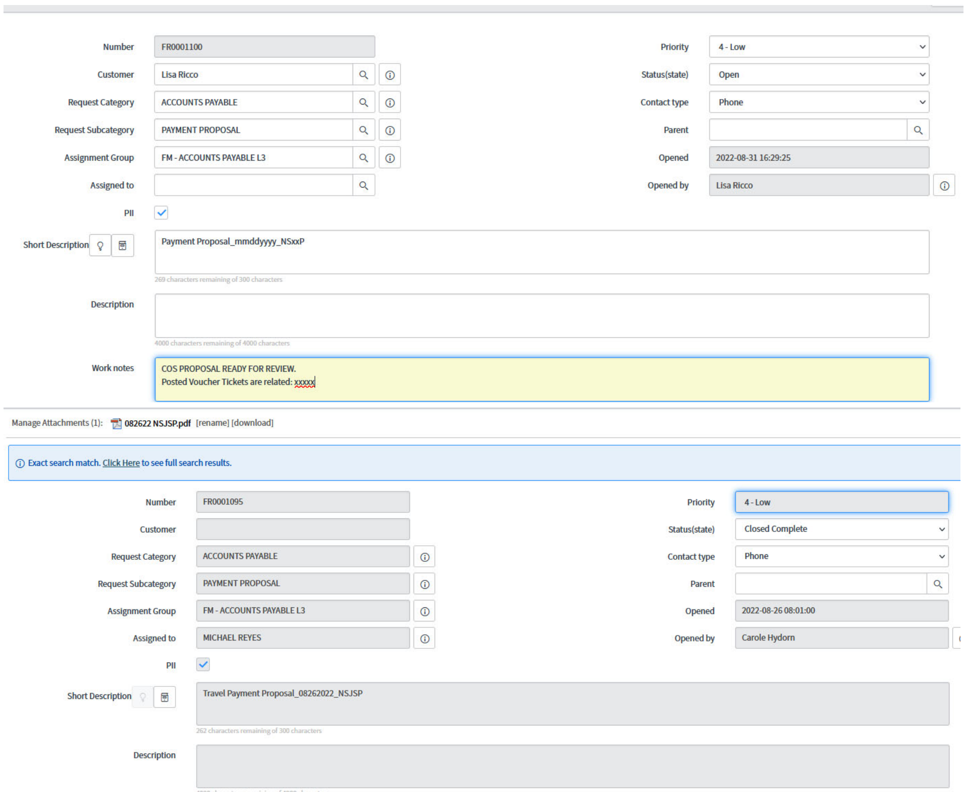
NSHQT B PPSUM" where XXXXXX equal current date formatted such as "083010".





12. Click on EDIT-PROPOSAL-PROPOSAL LIST at very top of page in SAP. Click the green check mark and then Ctrl-End to get the bottom of page. Type ALT / Print Screen.
13. Open Adobe. Click on CREATE icon then FROM CLIPBOARD. Save file under Travel\Travel Payment posting\Center\current date. Save as (083010 NSHQP C PPLIST).
14. Create WMS ticket by going to Create new Travel Payment Proposal. Short Description: “Travel Payment Proposal_ mmddyyyy_NSXXP (XX put

center). Category: Accounts Payable and SubCategory: Payment Proposal.



15. Repeat this for each Center’s proposal.
16. Leave ticket in “Assigned” status and assign to designated reconciler for proposal reconciliation.

Output: Payment proposals created.

STEP 17. **NSSC Travel (SP-L2)** - Reconciling Payment Proposal - For each Center, the following is done:

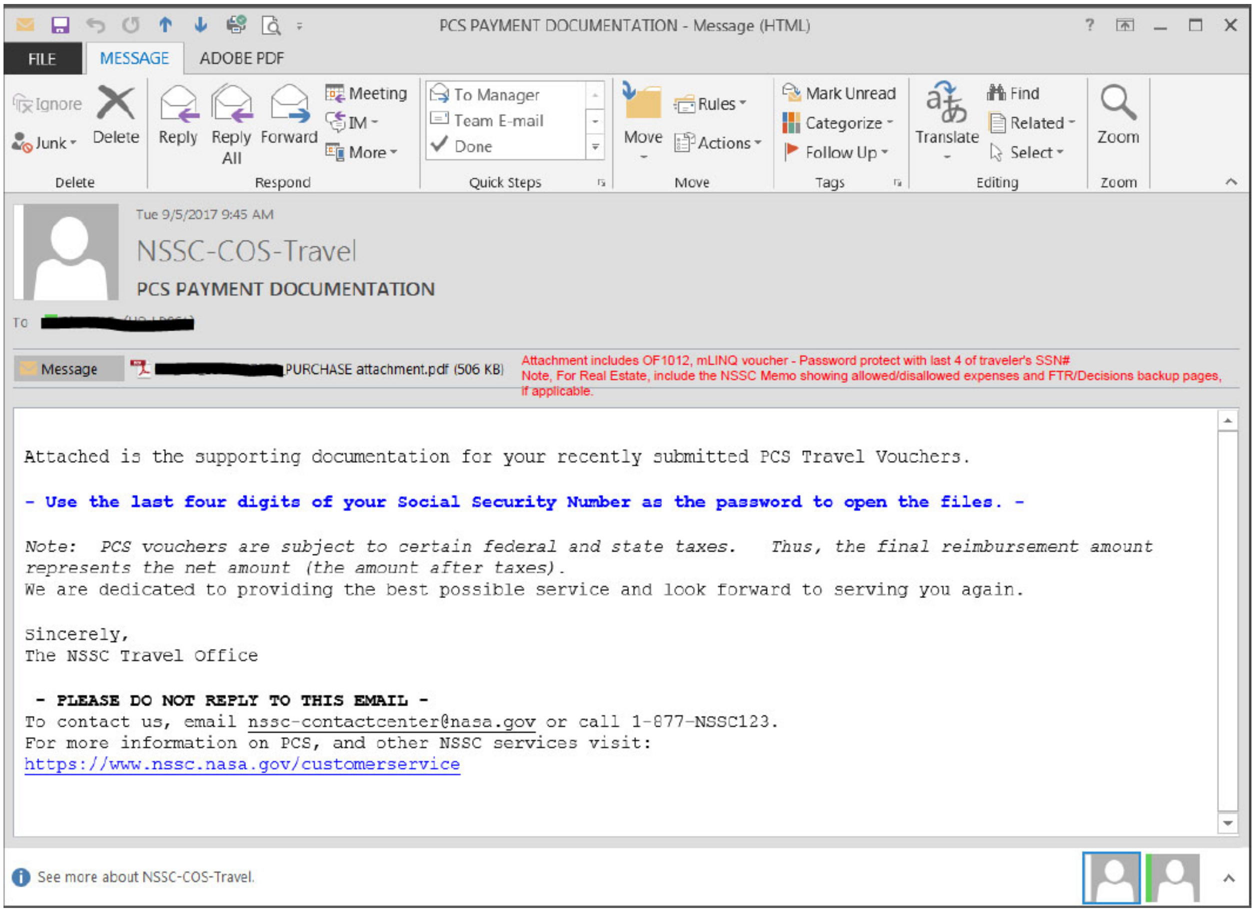
A. Payments are matched up to make sure all vouchers are paid, and all travelers are on the proposal.
B. Check to ensure each OF1012 and moveLINQ page has been digitally signed by Travel L3 who approved it.
C. Once it is reconciled, retrieve the soft copy in the SAP Outbox.

D. Attach all soft copies in the record as directed in the Domestic and Foreign Travel SDG (NSSDG-9700-0001, Step 6 "NSSC Accounts Payable (SP) Reconcile Payment Proposal instructions.
E. Proposal records and tasks are now routed to the Certifying Officer for the day. Category: Accounts Payable, SubCategory: Payment Proposal, Group AP L3, to the proper POC from monthly chart provided by AP.

Output: Proposals reconciled/routed to Certifying Officer.

STEP 18. **<u>NSSC Travel (SP-L2)</u>** - Forward payment information to traveler and to Travel Payroll POC for payroll tax reporting.

A. After completion of payment, Certifying Officer updates the voucher ticket (which is related to the proposal record) to show it has been approved.
B. NSSC SP POC retrieves the Schedule number from SAP, then uploads the voucher into the traveler's EFC, updating the 4782 and 1575.
C. NSSC SP POC e-mails a copy of the processed voucher to the employee, encrypting the pdf before e-mailing due to Personally Identifiable Information (PII).



D. NSSC SP POC routes task to Travel Payroll team for reporting to DOI. Note: Steps performed by Travel Payroll team are documented in NSSDG-9620-0003, Awards and Taxes Service Delivery Guide.
E. Travel Payroll team will report and post the tax information in SAP then return the task to COS POC.
F. If a FICA Refund is identified:

1. Travel Payroll Tech
    a) E-mail is sent to nssc@nasa.gov
        i. CC: Voucher Tech and COS Lead
        ii. Subject: “Change of Station “
        iii. Body should state: Setup record for (Traveler Name). FICA Refund needed for FMCxxxxxx
    b) Returns task requiring FICA Refund to Voucher Tech
        i. Update COS Status to: “FICA Refund Needed”
        ii. Copy/paste above e-mail into body of task being returned

c) Nothing reported to DOI at this time, will wait for FICA Refund to be processed

2. COS Lead or designee
    a) New record is identified in Unassigned Queue as FICA refund (SubCategory should match original payment SubCategory)
    b) FICA Refund record number is added to SLA Sheet in correct SLA day area
    c) Record and task are routed to FICA Refund Tech for processing
3. FICA Refund Tech
    a) Receives returned task from Travel Payroll Tech, and waits on FICA Refund record and task
    b) Receives FICA Refund record and task
    c) Sends original voucher task on for QA
    d) Works FICA Refund payment
    e) Attach soft copy of FB60 workbook to the record when routing task for approval.
4. FICA Refund Paid on Proposal
5. Follows normal process for voucher payment

G. Upon return of task, perform quality assurance review to ensure all of the information is reflected in the EFC, and resolves the task and record.

Output: Payroll taxes reported, and file uploaded.

PROCESS 3 – TEMPORARY CHANGE OF STATION ESTIMATE

STEP 1. **NSSC Travel (SP-L2)** – Receive Center's request for a TCS estimate.

STEP 2. **NSSC Travel (SP-L2)** – Send requestor the TCS Estimate Questionnaire (found in TechDoc here): https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2026799&gen=$latest

STEP 3. **Center Requestor** – Returns populated questionnaire.

STEP 4. **NSSC Travel (SP-L2)** – Receive WMS ticket from ETDY. Open the test environment for moveLINQ and create an estimate for the TCS/PCS requested. For the completion of estimate see Process 1, Step 6: PCS, TCS- TO and TCS-Return

STEP 5. WMS ticket is sent back to NSSC ETDY SP.

STEP 6. **NSSC Travel (SP-L2)** – Send e-mail to the Center with the results of the estimate using the template found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2026803&gen=$latest

Output: Estimate completed and sent to the requestor.

PROCESS 4 – WBS CHANGE

STEP 1. **NSSC Travel (CS-L3) –** Receive e-mail/webform to change WBS. (NSSC DI will receive information in electronic format and forward via WMS to NSSC Travel POC)

A. Create amendment for approval in moveLINQ.
B. Sign into SAP. (You will need at least two screens in SAP.)
C. Go to T-Code FMZ2. Verify funds are available for the cost move before reversing any documents; if not, add funds using the correct WBS and Fund.
D. Once verified, go to T-Code FMZ3.
E. Click consumption on the line the Center wants moved. (You will need to go back and forth between the consumption document and the FC document.)
F. Click on the trigger document (i.e., 1900072486) of the line the Center wants moved.
G. From this document, you need the Doc date and the Ref Doc.
H. Once you get this information, go back into the FC document by pressing the green back arrow twice. From the FC doc you need the Document number, Doc Text, Amount, TA, Fund, GL acct, Cost Center, Order, Work Breakdown Structure (WBS), and Vendor to complete the remaining steps.
I. In separate screen, go to T-Code FB65.
J. Complete the FB65:
    1. Vendor: from FC document
    2. Inv Receipt date and document date: the document date from the trigger document from consumption
    3. Reference: reference doc from the trigger document from consumption
    4. Document Type is: ZT
    5. Amount: amount being moved from FC document
    6. Text: TA from FC document
    7. Press Tab to the GL acct: Fill in the following in the Journal Entry (JE) screen. This is the funding the Center wants the money moved from. From the old or original line paid, enter the following: GL, Amount, Text, Business Area (BA), Cost Center, Order, WBS, Funds, earmarked document, and earmarked fund: document item. (Press tab to navigate.)
    8. Once all information is entered, press Simulate at the top. Press enter. You may receive a few soft error messages (in yellow), but it will allow you to enter through it.

9. This simulate button will allow you to verify all information is correctly entered from the FC document. Once it is verified and all is correct, you can press the Post button.

K. Go back to the FC document. Click on the line you just moved and press Consumption. This will show you the funds have been moved.
L. Go to T-Code FB60
M. Complete the FB60:
   1. Vendor: from FC document
   2. Inv Receipt date and document date: the document date from the trigger document from consumption
   3. Reference: reference doc from the trigger document from consumption
   4. Document Type is: ZT
   5. Amount: amount being moved from FC document
   6. Text: TA from FC document
   7. Press Tab to the GL acct: Fill in the following in the JE screen. This information comes from the NEW funding the Center wants. For the new line, enter the following: GL, Amount, Text, BA, Cost Center, Order, WBS, Funds, Earmarked document, and earmarked fund: document item. (Press tab to navigate.)
N. Press the Payment tab.
   1. In the tab, make sure the payment block says, “Blocked for Payment.”
   2. Press the Simulate button.
   3. Verify you have entered in all the information from the FC document correctly. Once this is complete, press the Post key.
O. Go to T-Code F-52.
P. Fill in the following information:
   1. Document Date: Current Date.
   2. Type is KZ.
   3. Reference: TA from FC document
   4. Doc Header Text: Traveler’s Last Name, First Name (You can copy from FC document.)
   5. Clearing Text: Type “WBS CHANGE SR XXXXXX” (Reference the Service Request (SR) the WBS change is associated with. This is normally included in the e-mail.)
   6. In the Bank Data Tab:
      a) Account: 1010.6100 (Outgoing cash)
      b) Amount: The amount being moved.

c) Clear the Value Date. **Very important.**

7. In the open item selection tab, Account: Enter the vendor number from the FC document (everything has been entered into the FB65 and FB60 transactions).
8. Press process open items.
9. Make sure “Not assigned” = zero. You can select and deselect by just clicking on the amount. Blue means it is selected. Black means it is not selected. Caution: If there are duplicate amounts, verify you are selecting the correct 1900 number.
10. Once “Not assigned” equals $0.00, go to top of screen select Document then press Simulate.
11. This is just double checking the amount and BA are the same. Once verified press Post Key.
12. A soft message will appear. Press enter.
13. You will receive a document number at the bottom of the screen.

Q. Go to T-Code F-53. The steps are the same as F-52 (steps 20a – m).

R. Once all move requests have been completed in the e-mail, respond stating the cost moves have been complete.

S. Update Accounting Code Change Spreadsheet located on N drive\Travel\Account Code Change.

T. Resolve WMS ticket.

PROCESS 5 – T-BLOCK VENDOR

STEP 1. <u>NSSC Travel (CS-L3) – Create WMS ticket.</u>

A. In SAP, enter t-code FBL1N (Vendor Line Items).
B. Enter the vendor code in the Vendor Account field.
C. Click the green check mark over clock icon near the upper left corner.
D. Double click anywhere on the screen.
E. Click the Display-Change key.
F. Enter a “T” in the Pmnt Block field.
G. Click the Save key.
H. Click the Exit key.
I. Click the Enter key.
J. On the Vendor Line Item Display screen, verify a “T” is in the PBk (Payment Block) column.
K. Reply to the e-mail request stating, “Action is complete.”
L. Resolve WMS ticket once T-Block is complete.

PROCESS 6 – REQUEST TO OPEN AN EXPIRED FUND

STEP 1. **NSSC Travel (SP-L2)** – Create WMS ticket. COS Voucher Relocation, SubCategory – Special Request and Assignment Group – FM-Change of Station L-2 Request for additional funds needed to be obligated in SAP by the creation of new lines with an **expired fund**. [Note: This process may also be followed if current year funds are needed to settle an outstanding obligation against a cancelled fund.]

STEP 2. **NSSC Travel (CS-L3)** - Send an e-mail to the Center to request additional funds to complete the obligation. Wait for the Center to respond before going further. Once the Center responds funds are available at the Center level, please proceed.

STEP 3. **NSSC Travel (CS-L3)** - Sign into Fund Status Change Approval Tracking Tool (FSCATT). https://fscatt.nasa.gov.

A. Create Request: Select "Create Request" and complete the following fields:
   1. Description – Free entry field for the submitter to provide a name or description for their request.
   2. Center – NSSC
   3. Request Type – Additional Funds
   4. Request Justification – Free text entry for the justification details
   5. Legal Citation – Free text entry for the legal citation details
   6. Select "Add Line Item"– Enter funding information
   7. Select "Save" - Request will be submitted to Approving Officials

B. Upon approval, Center POC will contact CS-L3 to schedule the activity.

STEP 4. **NSSC Travel (CS-L3) –** On the scheduled activity date, the CS-L3 will obligate the approved funds in SAP.

A. Once completed CS-L3 will notify the Center POC the scheduled activity has been completed by replying to the email of the POC who scheduled the activity.

B. CS-L3 will proceed with required steps (i.e., approval) to inform the SP-L2 or route the WMS Ticket for completion of the transaction.

C. WMS ticket to be resolved.

PROCESS 7 – OPEN DECK ANALYSIS

Task is completed at the end of each June and December.

STEP 1. **<u>NSSC Travel SP L2</u>** – Create ticket in WMS and assign to self. Category “COS Voucher”, SubCategory – Special Requests and Assignment Group – FM-Change of Station L2. Run Open Deck report in SAP:

A. Log into SAP.
   1. Enter T-Code- FMZ3.
   2. Click Icon-Select Document via processing list (3rd icon).
   3. Select Go to-Variants-Get from top toolbar.
   4. Remove your ID from the “Created by” Field.
   5. Enter.
   6. Select Variant name: “UNLIQ FC DOCS.”
   7. Enter (there should be an icon at the top which shows “4 active.”
   8. Third row down, to the right, you will see a green light. Click the green light and remove all types. Add TP.
   9. In the Fund Center box, input the Center number with an asterisk after it (e.g., 10*) – If running for all Centers, leave Fund Center field blank.
   10. Click Execute (Clock)
   11. AAO removed the WBS field; to add it do this:
       a) Settings
       b) Layout
       c) Change, add WBS and put fields in the following order:
       d) Earmarked funds, Doc item, Text, Doc Header Text, G/L Account, Fund Ctr, WBS, Cost Ctr, Fund, Order, Vendor, Amount Total (TC), Amount Open (TC), Document Date
       e) Execute report (checkmark).
   12. Click: List-Export-Spreadsheet-Excel (radio button should be clicked) then execute.
   13. Select directory and change the file name.
   14. N:\TRAVEL\PCS\Open Deck Database\Raw Data.
   15. File name sample: OpenDeck063011.xls.
   16. Do a SAVEAS XLS.
   17. Ensure order is as follows:

Earmarked Funds
Document item
Text
Document Header Text
G/L Account

Funds Center
WBS Element
Cost Center
Fund
Order
Vendor
Amount Total (TC)
Amount Open (TC)
Document Date

B. Make sure all names are listed as Last Name, First Name, and make sure columns are in proper order. Instructions for formatting file can be found in TechDoc at this location: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2025063&gen=$latest

C. If a name is not properly formatted, contact L3 for respective Center to correct.

D. Cut & paste the columns in the following order: Earmarked funds, Doc item, Text, Doc Header Text, G/L Account, Fund Ctr, WBS, Cost Ctr, Fund, Order, Vendor, Overall Amount, Open Amount, Doc Date.

E. Open file: correct Document Header Text to show LastName, FirstName.

F. Macro instructions are below, but if macro doesn't work, spreadsheet should look like this before importing (add missing column and ensure data (last name/first name) is populated properly:

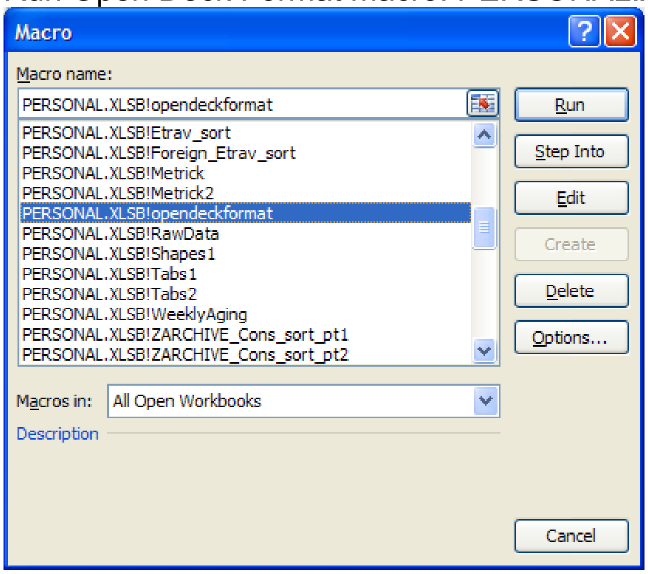
Example of spreadsheet:

D	E	F	G	H	I	J	
Document Header Text	Last Name	First Name	Middle	G/L acct	Funds Center	WBS Element	Cost
RUTKOWSKI, BRIAN J	RUTKOWSKI	BRIAN	J	6100.2123	76	292360.01.01	76G
RUTKOWSKI, BRIAN J	RUTKOWSKI	BRIAN	J	6100.1284	76	292360.01.01	76G
RUTKOWSKI, BRIAN J	RUTKOWSKI	BRIAN	J	6400.1246	76	292360.01.01	76G
CONSIDINE, DAVID B.	CONSIDINE	DAVID	B.	6400.1246	10	281945.02.03.02.95	10D

K	L	M	N	O	P	Q	R	S
Cost Ctr	Fund	Order	Vendor	Amount	Open amt	Doc Date	Vouchered Amount	Center
76GG000	EXPX22010D	FC000000	12558	471.24	471.24	11/25/2009	0.00	KSC
76GG000	EXPX22010D	FC000000	12558	4,981.67	3,705.00	11/25/2009	1,276.67	KSC
76GG000	EXPX22010D	FC000000	12558	1,524.39	1,133.73	11/25/2009	390.66	KSC
10DK000	SCEX22011D	FC000000	47015	4,984.08	3,344.93	4/21/2011	1,639.15	HQ

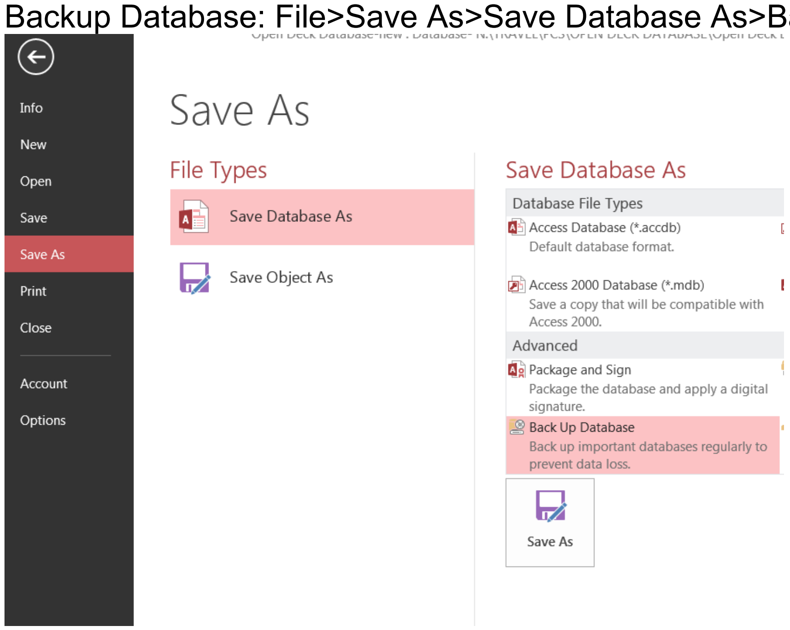
G. Notify L-3 via a ServiceNow ticket if there are any issues with database functionality, especially if the semiannual review cannot be completed on time.

H. Run Open Deck Format macro: PERSONAL.XLSB!opendeckformat.

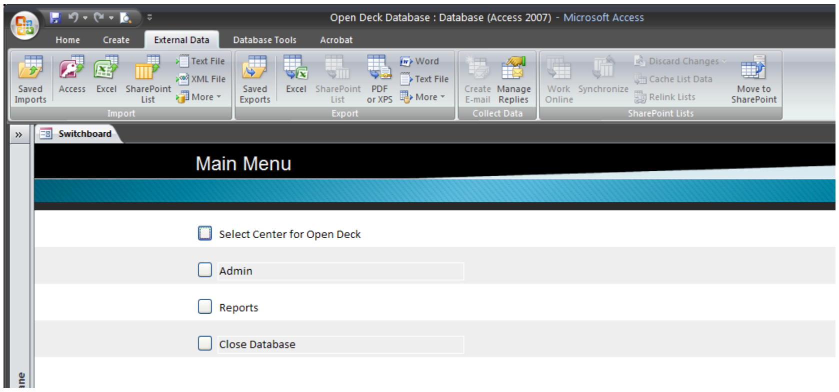


1. Should auto-save as date_formatted.
2. Change Column P heading from Overall Amount to Open Amount
3. Save
4. Close file

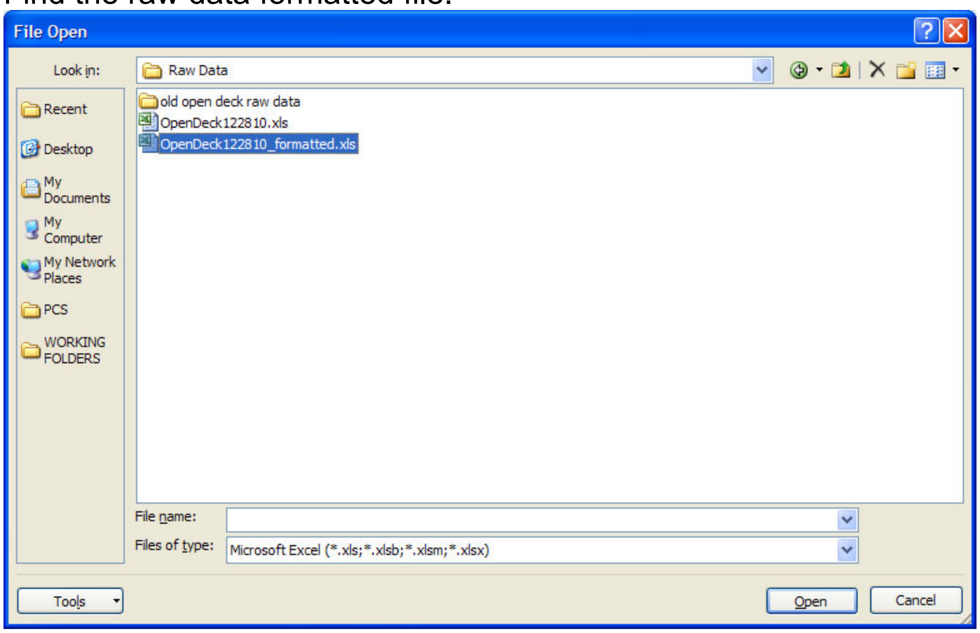
I. Steps to add new report to database:
1. Open Deck Database.accdb.
2. Compact and Repair Database (File>Save >Compact & Repair
3. Backup Database: File>Save As>Save Database As>Backup Database



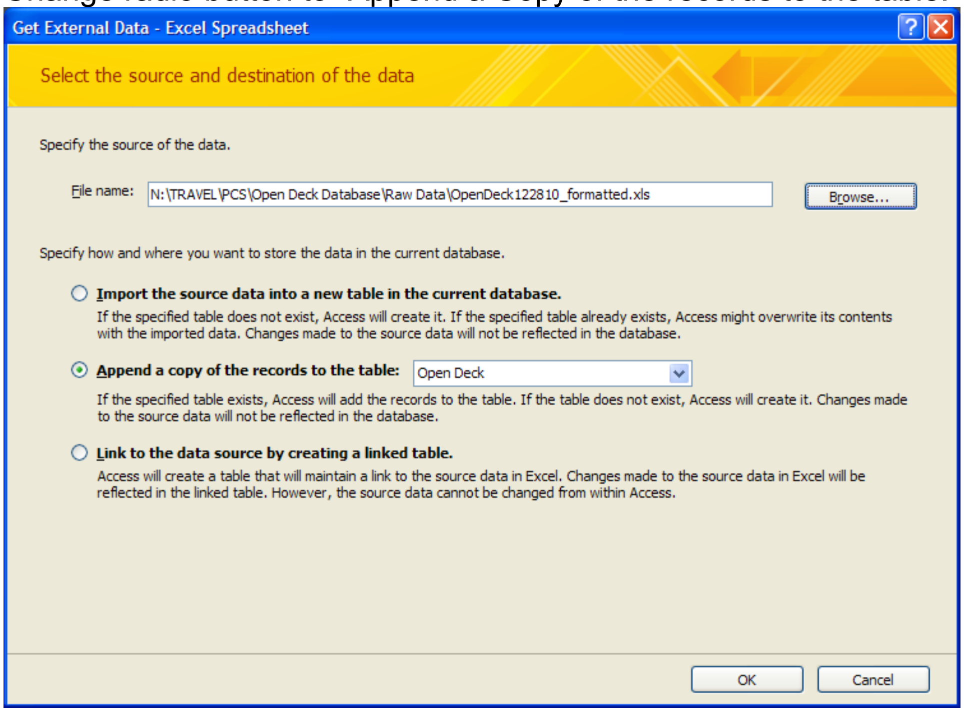
4. Go to External data tab on the Ribbon.



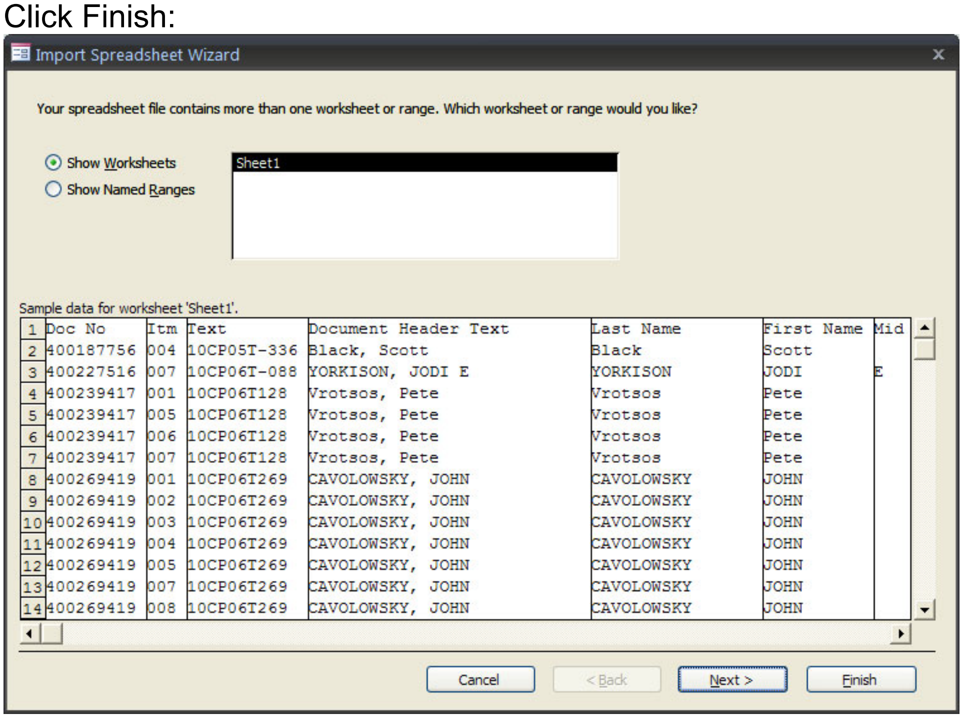
5. Click Excel, in the Import area (External Data Tab).
6. Find the raw data formatted file.



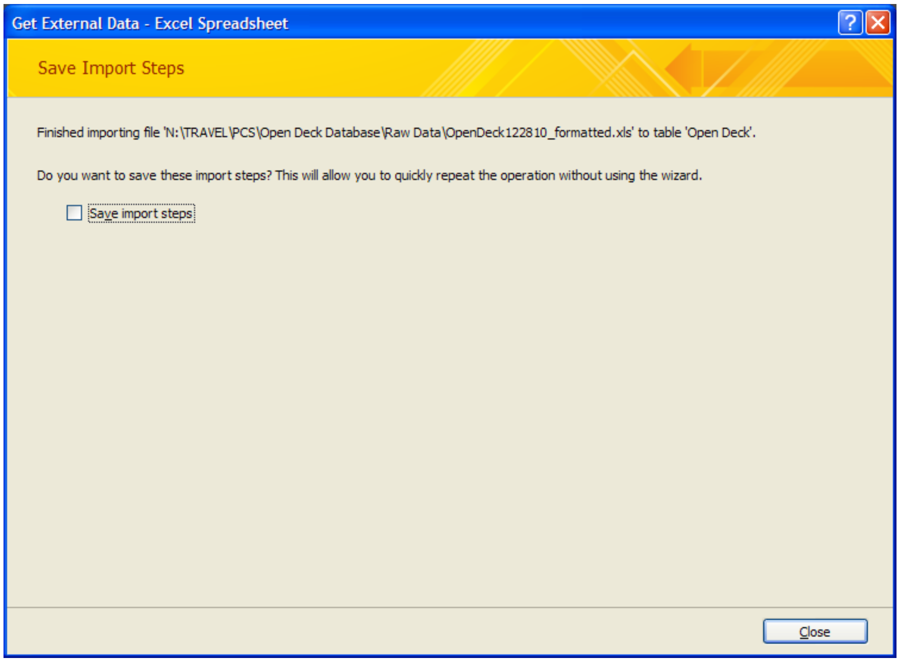
7. Change radio button to “Append a Copy of the records to the table.”



8. Click OK.
9. Click Finish:

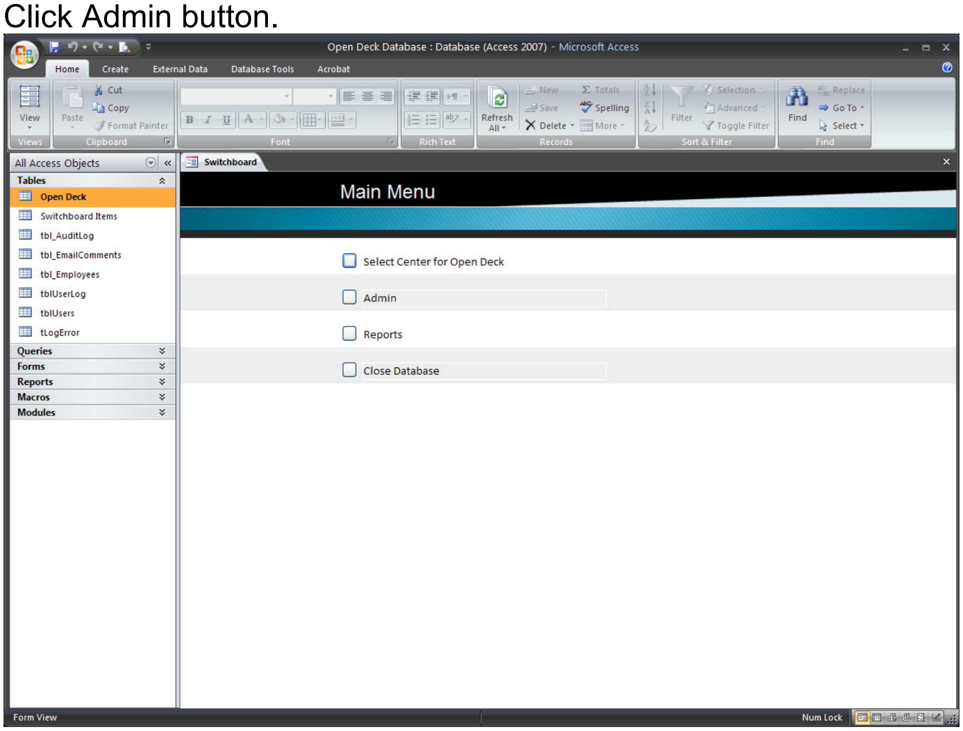


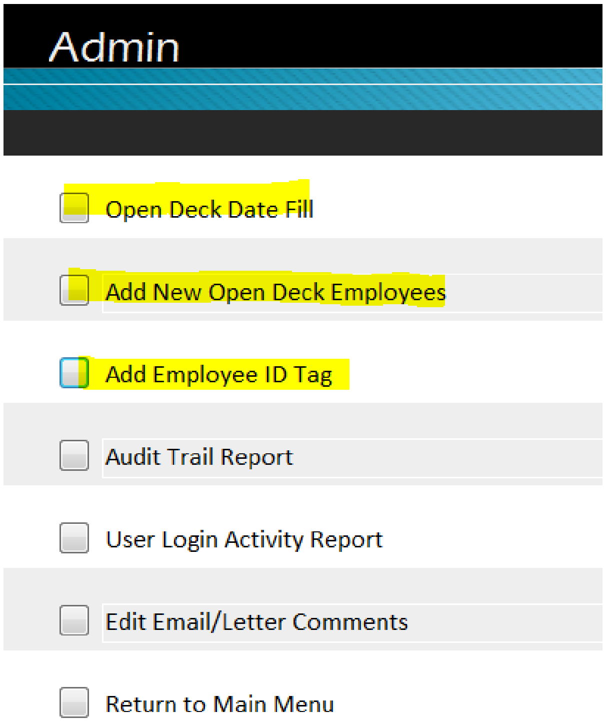
10. Click Close.

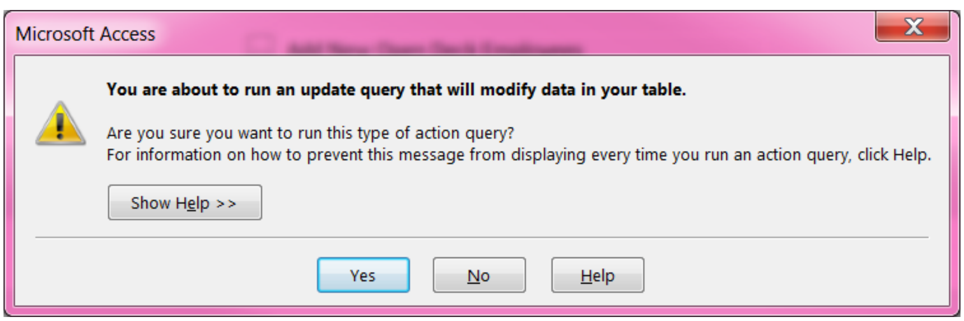


J. Open the Database Tables, check at the bottom for blank lines. If there are any, delete those rows, close table.

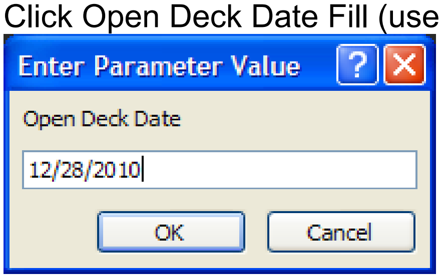
1. Click Admin button.



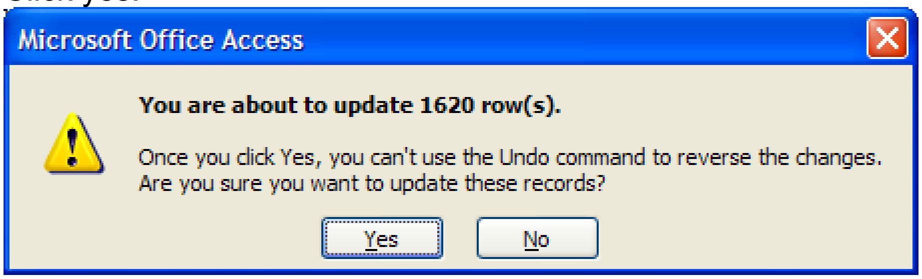




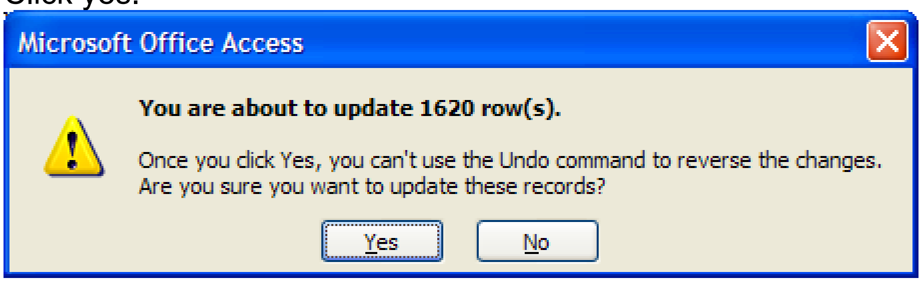
2. Click yes
3. Click Open Deck Date Fill (use date of SAP data – ex: 12/28/2010).



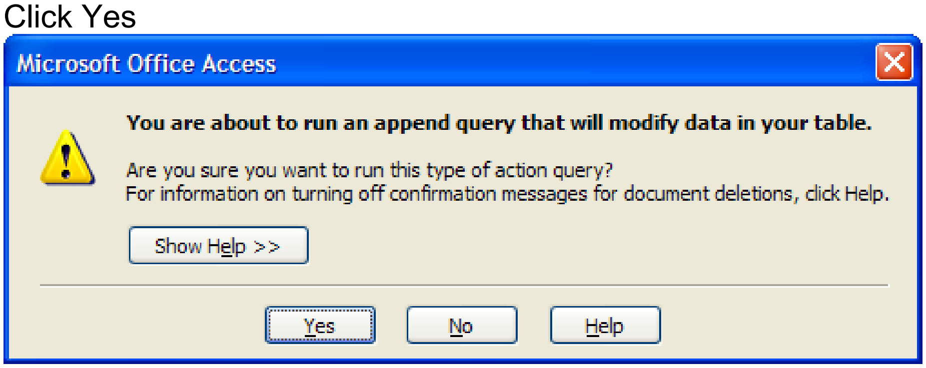
4. Click yes.



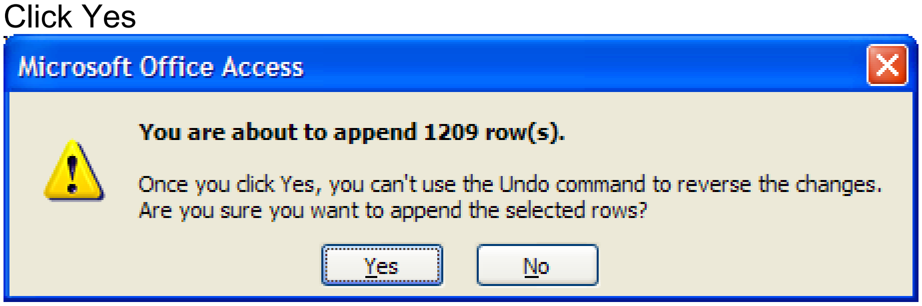
5. Click Add New Open Deck Employees button.
6. Click yes.



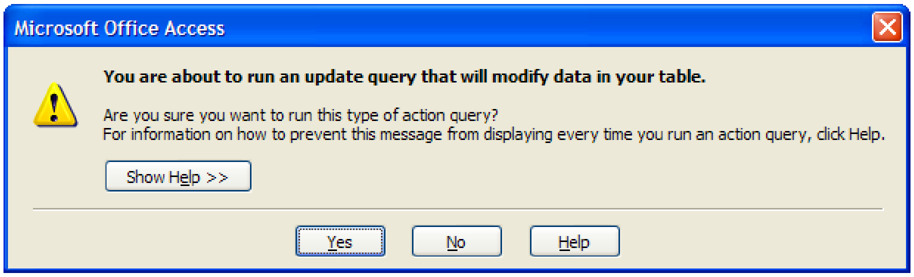
7. Click Yes



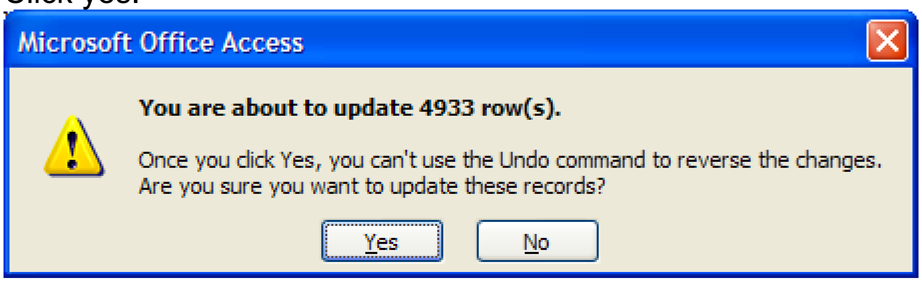
8. Click Yes



9. Click Add Employee ID Tag.
10. Click yes.



11. Click yes.



12. Click Return to Main Menu
13. The Lead then gets information by Center to distribute between the technicians. List can be found in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2025081&gen=$latest

STEP 2. **NSSC Travel (SP-L2)** – Review Process
Notes:

A. If a new relocation is identified; and the EOD is still in the future, no contact is needed at this time – just make a note in the database: “EOD in future.”

B. If this is the first open deck for an employee, only send email.

C. If this is the second or more notification for open deck:

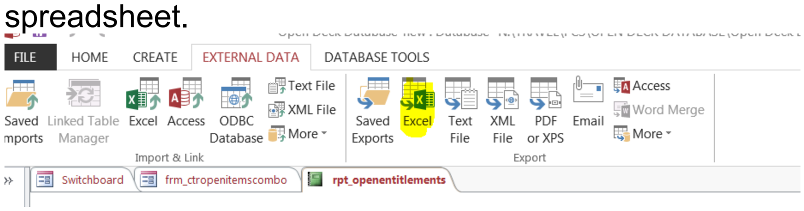
   1. AND they have responded in the past (check EFC for responses), then only send email.
   2. AND they have not responded to past email (check the EFC), then email AND letter is to be sent via snail mail
   3. AND they have not responded to past email and mailed letter, then the letter should be sent via Certified Mail
   4. If the traveler is not responsive to the Certified Mail L2 will suggest deobligation of the open funds

D. **Open Deck Database:** Log findings for each line open (Voucher open; hold for taxes, extension granted, etc.); to send e-mail and to create letter (print from database and “print” to adobe to save for EFC).

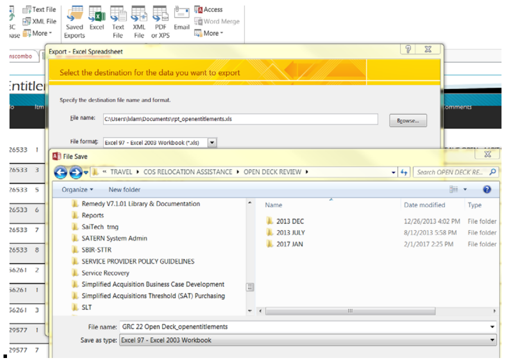
1. **FPPS:** Use code pdvw to copy/paste current address into the database for letters to be sent.
2. **TechDoc:** To review file; download; add open deck e-mail and/or letter; bookmark what was added; and update. Check 1450 for stamps, etc.
3. **COS Mailbox:** Have this open so e-mails are sent directly from this mailbox, and not from yours. Once sent, print soft to add to EFC, part 1 and bookmark.
4. When the traveler replies, it should come via a record as a Call Ticket. Any action needed based on the response is taken and the incident ticket is placed in the EFC, Part 1.
5. If the employee states he/she will not be using an entitlement (the funds should be de-obligated). The NF1450 is marked as “no claim per INCxxxxx.” The Open Deck database is also updated with the response date and marked for de-obligation.
6. Once the open deck has been sent to the CS-L3 for review, WMS tickets are routed to CS-L3 for de-obligation and then added to the EFC once completed.
7. Open Deck findings are finished. Route WMS record to CS-L3 for review/de-obligation.

STEP 3. **<u>NSSC Travel (CS-L3)</u>** –Signs into the Open Deck database on the shared drive: N\Travel\PCS\Open Deck Database\select Open Deck Database-new and runs the following report to execute in Excel:

A. On the Main Menu, click Reports.
B. Select Open Entitlements.
C. Open Entitlements: Run by Center.
D. To the External Data tab, click on Excel to export the data to a excel spreadsheet.

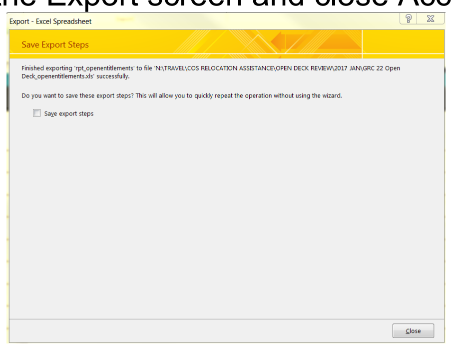


E. Save the file as Center name Center number Open Deck_openentitlements in N:\TRAVEL\COS RELOCATION ASSISTANCE\OPEN DECK REVIEW/20XX



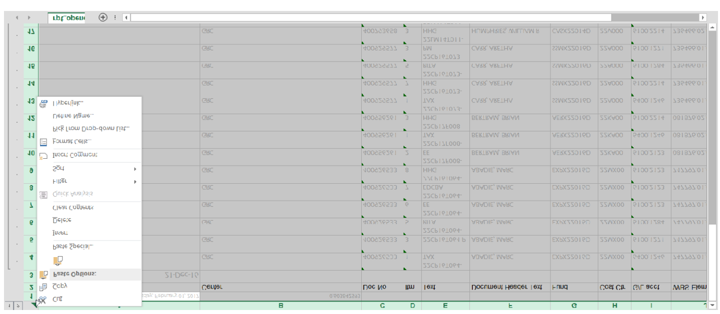
Month.

F. Close the Export screen and close Access.

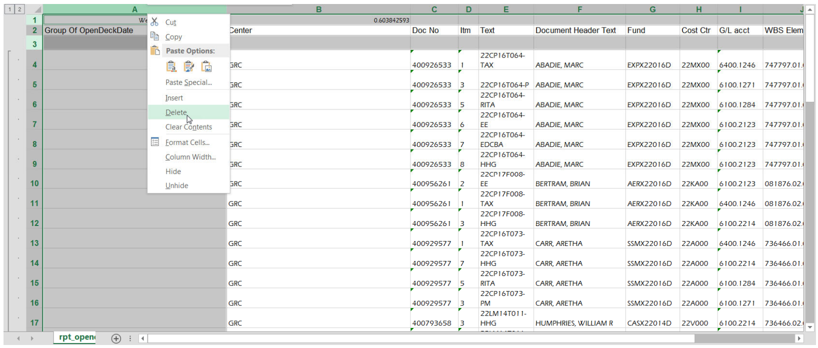


G. Go into the folder you saved the spreadsheet in and open it.

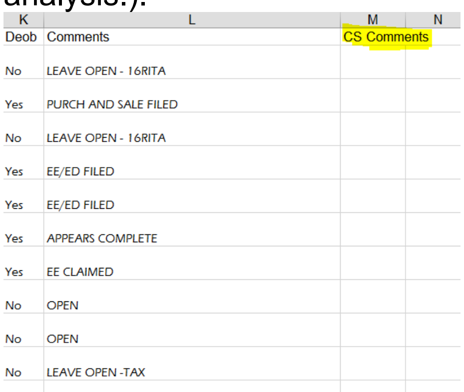
H. Change the font to black by click on top left triangle of the spreadsheet (This is to see the data.).



I. Remove row 1, 3 and column A (To remove blank and unnecessary data).

J. 

K. Add a CS Comments column after Comments (This is to keep track of your analysis.).



L.

M. You can freeze the top row, hide columns, and add filter to help you manage the spreadsheet.

N. For each line on the spreadsheet look at the center and the traveler's name.

O. Then login into the traveler's EFC file in TechDoc.

P. These are the list of items to keep in mind when looking at the traveler's EFC file. (This is not all-inclusive list.)

1. If line item is recommended for "No".
    a) Is there an Open Deck Letter and E-mail?
        i. If the answer is "Yes", proceed to next question.
        ii. If the answer is "No", ask the SP why there is no letter.
    b) Does the Open Deck Letter and e-mail belong to the correct Travel Authorization?
        i. If the answer is "Yes", proceed to next question.
        ii. If the answer is "No", ask the SP why.
    c) Are the correct Open entitlements on the letter? Does the entitlements on the letter match what is on the sheet?
        i. If the answer is "Yes", the review for this travel authorization should be complete and you should be able to proceed to the next line.

ii. If the answer is "No", ask the SP why.

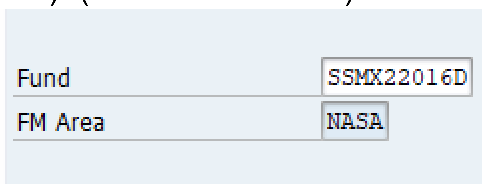
d) Check the "Fund" to determine if the funds are cancelling.

i. Sign into SAP, access T-code FM5S (Display Fund)

ii. FM Area = NASA

iii. Fund = Enter in Fund you are checking

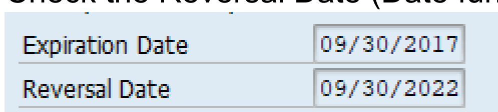
1) (ex: SSMX22016D)



iv. Click Enter

v. Check the Expiration Date

vi. Check the Reversal Date (Date funds Cancel)



1) Funds cancel after 5 years of being Expired.

Ex: FY 2016 = Current Year
FY 2017 = Current Year
FY 2018 = Expired (year 1)
FY 2019 = Expired (year 2)
FY 2020 = Expired (year 3)
FY 2021 = Expired (year 4)
FY 2022 = Expired (year 5)
Funds Cancel at the end of year 5 (9/30/2022)

2) If funds have reached year 4, then the CS should begin contacting the employee to explain why it is crucial the voucher(s) be filed.

2. If line item is recommended for "Yes",

a) Determine why it is ok to de-obligate the money.

b) Was an open deck letter sent with the correct entitlements and the traveler responded stating No expenses will be incurred?

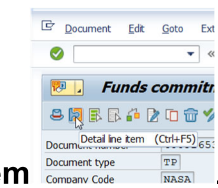
c) Was the entitlement voucher already paid and the remaining amount can be de-obligated? (The final flag was never completed.)

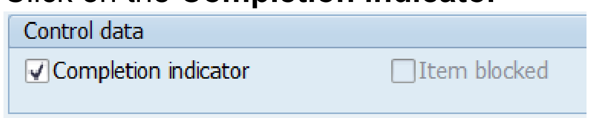
3. Key Items to look for:

a) Temporary Change of Station travelers will have both a "To" and "Return" trip. Treat each TA separately. The "To" TA will have a –T and the "Return" TA will have a –R. If the Return trip has not been initiated, do not de-obligate any of the funds.

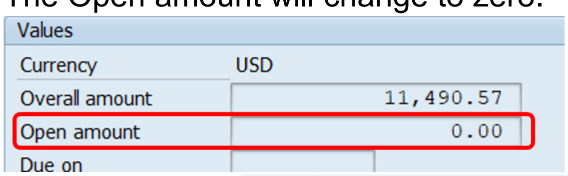
b) Do not de-obligate taxes if a taxable benefit is open. Ensure taxes have been costed.

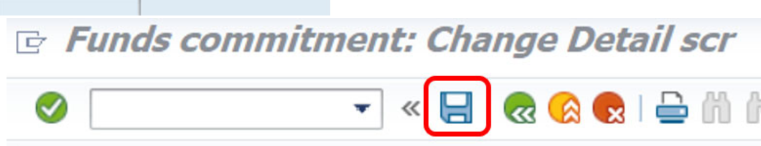
Q. Once the above list of items has been analyzed, if you agree with the de-obligation request:

1. Sign into SAP, access T-code FM2 (Change Funds Commitment) to de-obligate the funds in the employee's FC Document.
2. Enter the FC document number (400#) in the Document number field and press Enter.
3. Highlight rows in yellow in excel spreadsheet that are being de-obligated.
4. Ensure the de-obligate amount in SAP matches the amount on the spreadsheet
5. Select /highlight the line to set to complete.
6. On the top left of the document, click on **Detail line item**  .

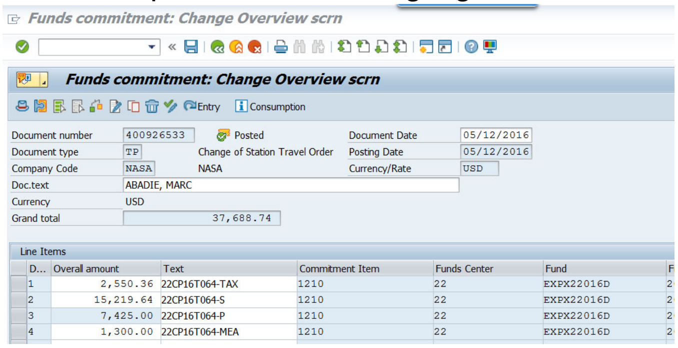
7. Click on the **Completion indicator**


8. Click on the **Check** button,

9. The Open amount will change to zero.


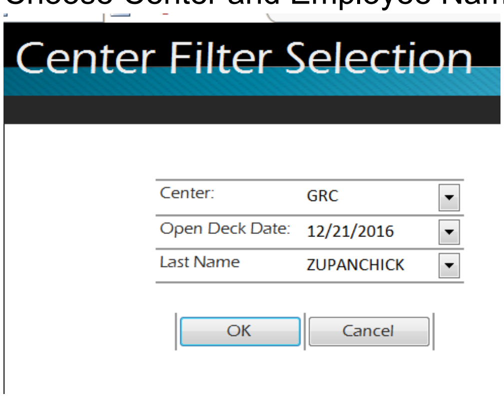
10. Then click save. 

11. Ensure the line is set to complete by go back into FMZ2, the line you just set to compete should be "highlighted."



12. Remove the CS Comments column in the spreadsheet before attaching it to the Center email.

R. If you disagree with the de-obligation request:
    1. Go to Open Deck Database.
    2. Choose **Select Center for Open Deck**.
    3. Choose Center and Employee Name.



    4. Make changes based on the analysis.
    5. Inform SP-L2 Technician and SP-L2 COS Lead of changes made by sending them an e-mail.

S. Again, verify each employee who has open entitlements has an Open Deck Letter and e-mail in the EFC found in TechDoc.
    1. If not, ask SP-L2 Technician for additional information.

STEP 4. <u>**NSSC Travel (CS-L3)**</u> – Once analysis and de-obligations have been completed; an e-mail is sent to the Centers with the corresponding Open Deck spreadsheet.

A. In the e-mail state the items highlighted in yellow were de-obligated.
B. Copy FM-SP-L2 Technician and FM-SP-L2 COS lead on e-mail to Center.

Example e-mail is as follows for Open Deck:

Subject: Open Obligations Review of Direct Reimbursements for AFRC

PURPOSE OF THIS E-MAIL: To inform you of the completion of the Open Obligations Review of direct reimbursements and the total amount that has been de-obligated by the NSSC. NO ACTION is due by the Center.

Good morning,

The NSSC has completed the open obligations review of direct reimbursements for your Center. The items highlighted in yellow on the attachment have been marked complete in SAP. For each of these items, the employee has either completed vouchering for that particular entitlement, has indicated to the NSSC that they didn't incur the expense or don't plan on vouchering for the expense. The amount in column J for each line highlighted is the amount that has been de-obligated.

Please contact me if you have any questions.

Thank you,

C. If there are actions required by L2, send the task back to FM-SP-L2.

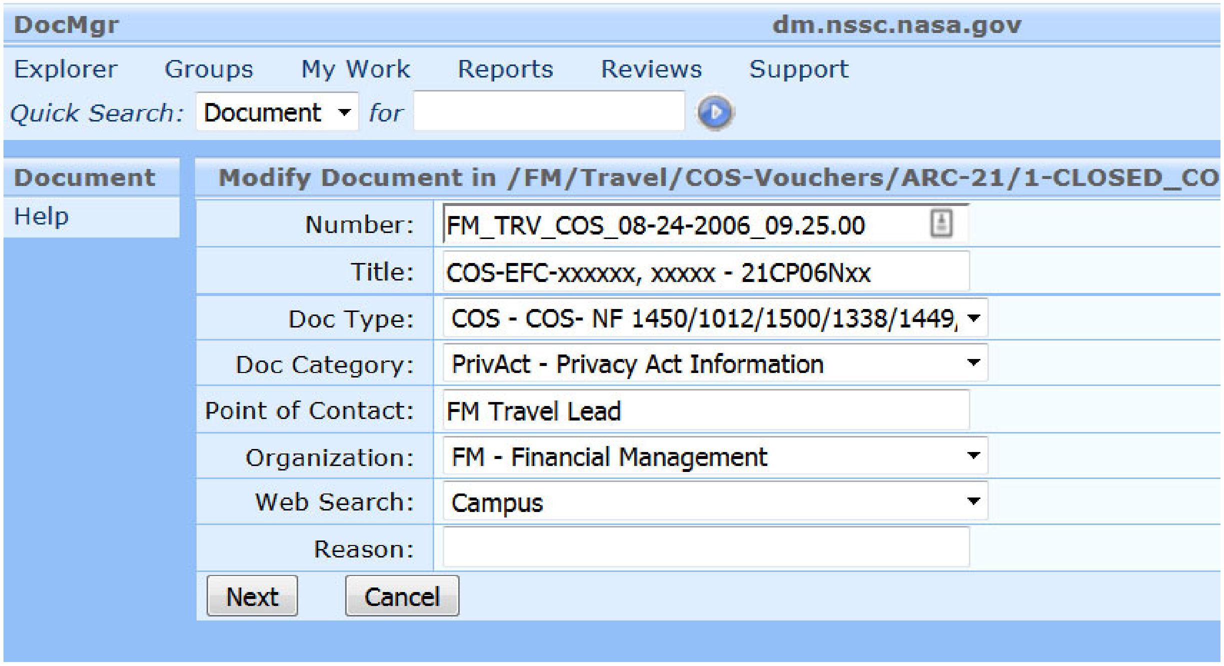
D. If there are no further actions, resolve the task.

Output: AFRC 24 Open Deck_openentitlements spreadsheet

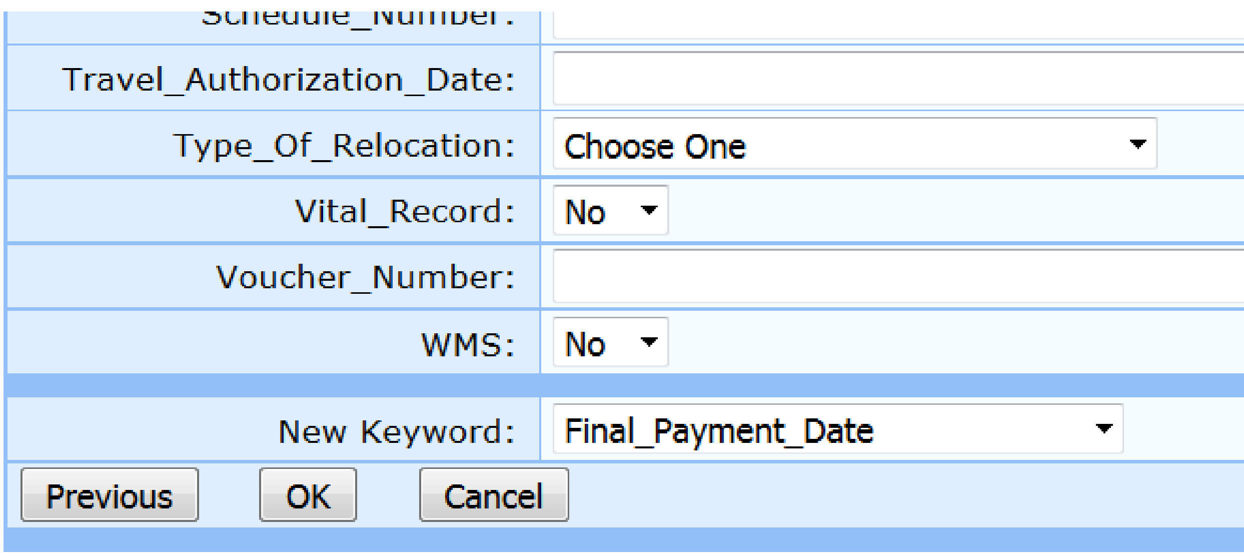
STEP 5. **NSSC Travel (SP-L2)** – Once L3 is complete, take list of closed relocations and give to SP Lead.

A. Lead should validate the file should be closed by checking funding, vouchers, RITA, etc.

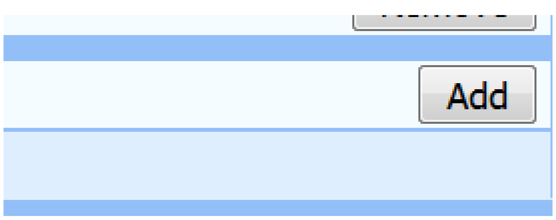
B. Once Lead agrees, give list back to tech to perform final steps:
   1. Find last payment activity in relocation EFC
   2. Pull up EFC in TechDoc
   3. Modify Document



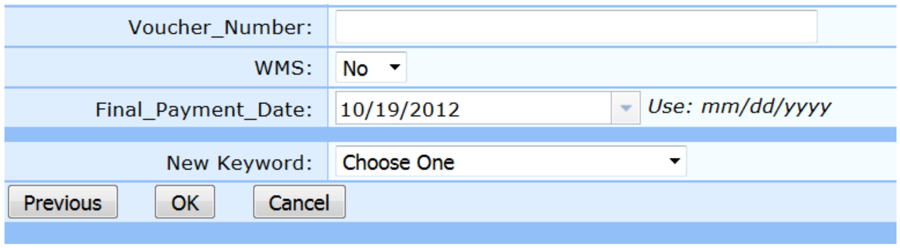
4. Add Keyword: Final Payment Date



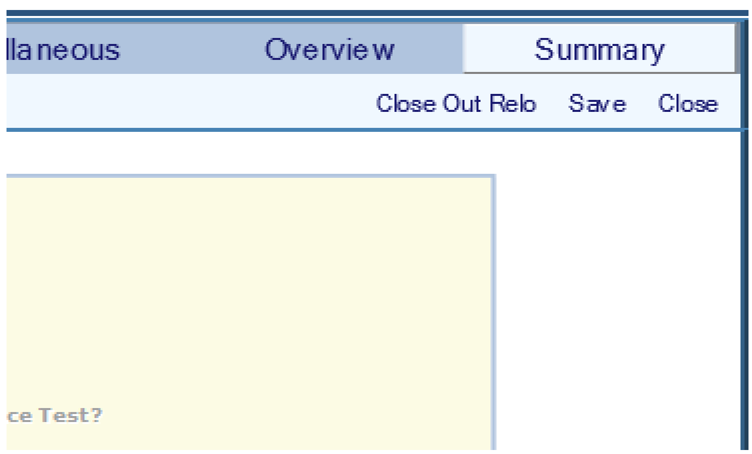
5. Click ADD



6. Populate field with last payment date in file and click OK



7. Date will be used by Document Retention for destruction after 6 years from Final payment date.
8. Next, pull file up in moveLINQ
    a) Open Relocation
    b) Click “Close Out Relo” in upper right hand of screen.



C. WMS record is resolved.

PROCESS 8 – PR ANALYSIS PROCESS DRD 3.1-8

To analyze the indirect cost of individual travelers on the relocation contract to determine if a Purchase Requisition (PR) item(s) can be de-obligated because all costs associated with the PR have been paid. This task is completed quarterly, due 15 days after the close of each quarter.

Dates to complete:

SP sends report to TPC	SP Begin Review Process	DRD Due to Government	Due Date to Center
12/15	1/1	1/15	2/1
3/15	4/1	4/15	5/1
6/15	7/1	7/15	8/1
9/15	10/1	10/15	11/1

STEP 1. **NSSC Travel (SP-L2)** – A ticket will automatically be created by WMS each year, on the date of the third Monday of the month for the months of December, March, June, and September. 15 days prior to the official Start day, run a current BOBJ report for all active relocation contracts.

A. Format by:
   1. Adding employee Name and TA to spreadsheet, using text to columns function,
   2. Make a copy of the Cost Center Column and insert it into another column. Perform a Text to Columns action to only pull in the Center. (Note: Any BA 10 Center will need to be further updated to reflect what is NSSC and OIG. NSSC's funds start with the letter "N". OIG funds start with "OIG." Update BA 10 to 16 for any NSSC PRs and from 10 to OIG for any OIG PRs).

B. Save to N: drive\Travel\COS Relocation Assistance\Relocation Contractor\" Active Relocation Contractor" \PR Analysis.

C. Combine list of employees whose PRs are open and send to relocation contractor (cc: CS-L3 team) to verify if the moves have been completed. The list provided to the Relocation Contractor will only include the TA Number, Traveler's

Last Name and Traveler's First Name. The direct cost and billing breakdown can be analyzed to determine if the PR is ready for de-obligation.

Email sample:

Good morning,

It's time for the quarterly review of the Relocation contractor contract. Attached is a listing of open obligations. Please have your team review the attached list and provide feedback on the completion of each service indicated to include the shipment/storage of household goods, Property Management and/or GHS. Also, verify Relocation Contractor has submitted all invoices for payment as well as verify receipt of all expected payments from NASA. Upon completion of your review, please update and return the attached file.

Please contact me if you have any questions.

Please reply by 12/31/17 at the latest, as I have to prepare my analysis, which is due to the government staff soon after that date.

D. For the 1 for 1 travel orders, open each employee's EFC to see if an Origin Fee, Destination Fee, Packing/Unpacking, Storage, etc. has been invoiced.
   1. Key things to look for:
      a) Has entire family relocated? (Usually there will be an employee En Route and dependent En Route voucher, if family En Routed separately.)
      b) Is there a Sale/Purchase voucher?
      c) When was the last TPC bill paid? (Note: Please wait at least one quarter after the last bill has been received before referring for de-obligation.)
   2. Key items to aide in the analysis process include but are not limited to:
      a) Relocation billing breakdown performed by the SP team during the invoice review process. Examples of items looked at include but are not limited to debris pick-up, destination service fee, SIT delivery out of storage and administrative deductions.

b) Each Traveler's electronic file is stored in TechDoc.

c) Relocation Contractor's response to Open Move status.

d) HHG revisions received from Relocation Contractor.

E. For the Bulk Funding PRs, all the above need to be verified. Also, identify all employees who are on that PR have been completed.

STEP 2. **NSSC Travel (SP-L2)** – Once the relocation contractor has returned comments, separate active BOBJ report by Center, highlight recommended PRs to be de-obligated and be able to provide information such as last invoice received, direct entitlements vouchered, transportation of goods costs invoiced, expiration dates of entitlements, etc. for possible discussion with designated CS L3 POC and CS-L3 team. For PRs not recommended for de-obligation, be able to provide comments as to why it should not be de-obligated such as entitlements have been extended or have not expired, the move is a current relocation (last 6 months), Relocation contractor has not classified the move as "complete,"etc.

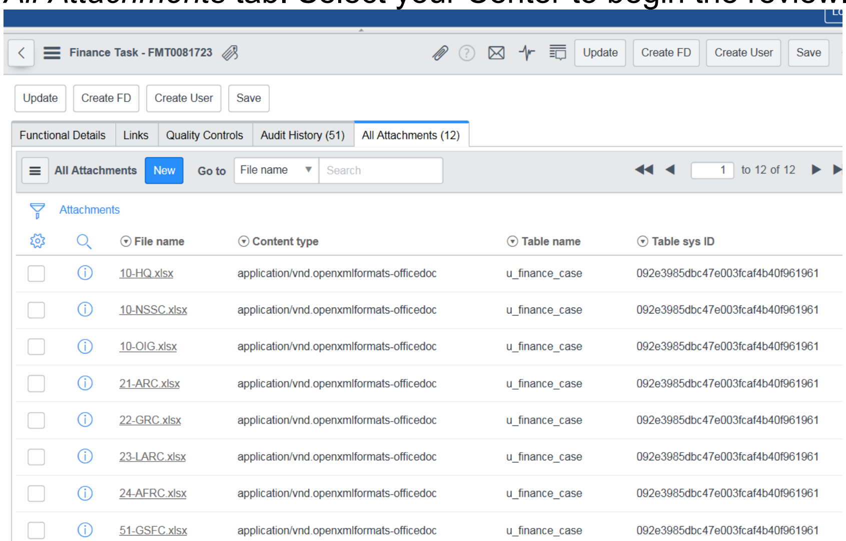
A. These reports will be in Print ready format.

B. Only the PRs recommended for de-obligation will be highlighted.

C. There will be no hidden rows.

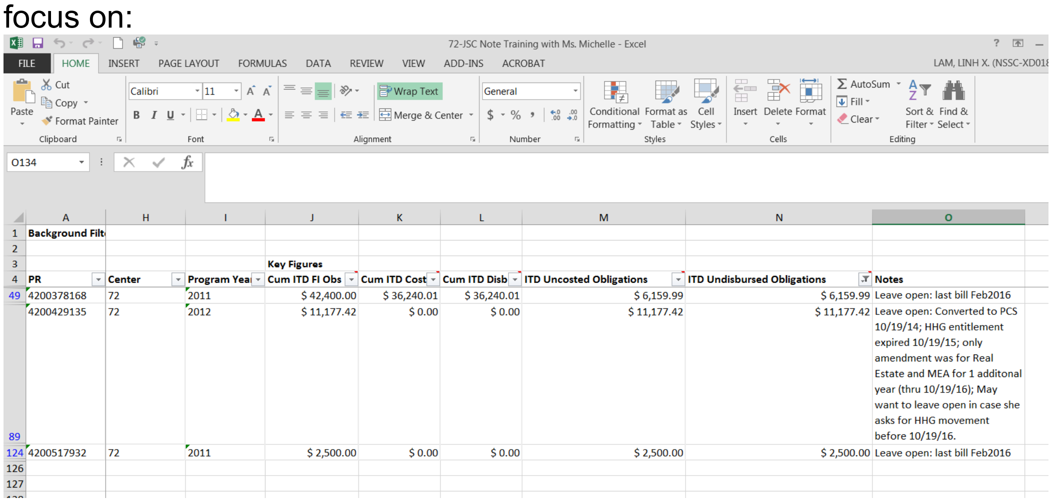
STEP 3. **NSSC Travel (SP-L2)** – Once this information has been gathered and reports are prepared as specified, attach preliminary Excel files via task in SNOW to CS-L3 team. If no action is required, a task will be created stating no action for the specific center.

STEP 4. **<u>NSSC Travel (CS-L3)</u>** – Go into the task in SNOW. Scroll down the task to the *All Attachments* tab. Select your Center to begin the review.



STEP 5. **<u>NSSC Travel (CS-L3)</u>** Create a new folder and name it "Center." Save the spreadsheet in the Travel folder to track your review on the N drive. For example: N:\TRAVEL\COS RELOCATION ASSISTANCE\RELOCATION CONTRACTOR\ PR ANALYSIS\FY19 - 1st QTR - Oct-Dec2018\Center

STEP 6. **<u>NSSC Travel (CS-L3)</u>** Open the spreadsheet. Below are the columns you should focus on:



<u>Cum ITD FI Obs:</u> (Comes from Relocation Contractor estimate during the beginning of the relocation process.)

This column is from the contract which is on the webform. The contractor calls the employee to ask how many rooms the traveler has and based on the analysis, the Contractor sends the estimate to the NSSC to create the PR.

<u>Cum ITD Cost:</u> (Comes from the Relocation Contractor invoices received.)
This does not mean the traveler has been paid yet. The traveler has either been paid or accrued. This amount will be different from the "Cum ITD Disb" column if there are credit memo/return checks.

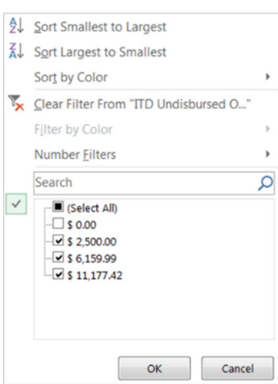
<u>Cum ITD Disb:</u> (Comes from the Relocation Contractor invoices paid.)
This amount is paid to the contractor (RELO Direct). This column should equal "Cum ITD Cost" column unless there are credit memo/return checks.

<u>ITD Uncosted Obligations: (It is a formula Cum ITD FI Obs minus Cum ITD Cost)</u>
This column should match ITD Undisbursed Obligations column; however, the amount will different if there are credit memo/return checks

<u>ITD Undisbursed Obligations: (It is a formula; Cum ITD Obs minus Cum ITD Disb)</u>

Filter this column with an amount. This column should match ITD Uncosted Obligations column; however, it will be different if there is credit memo/return check.

STEP 7. **<u>NSSC Travel (CS-L3)</u>** On the **ITD Uncosted Obligations** column, use the filter button and uncheck $0.00 block. The ones with amounts are the ones needing to be analyzed.

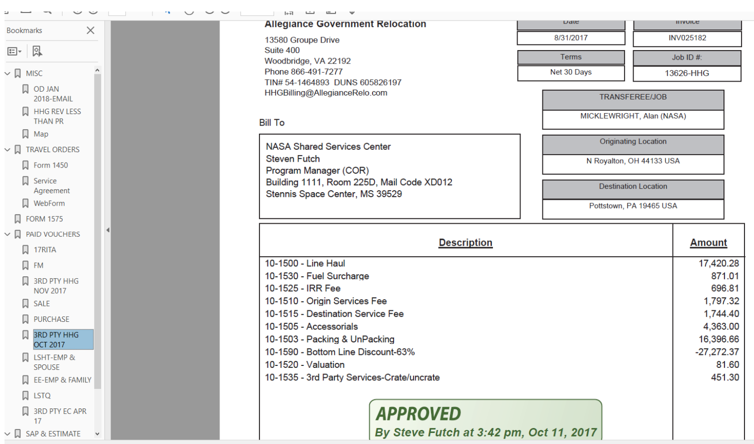


STEP 8. **<u>Then look at the Material Group</u>**:

A. V1: Shipment and Storage of Household Goods (HHG)
B. V3: Guaranteed Home Sale (GHS) and Property Management (PM)
C. R67: Entitlement Counseling (EC)

D. For the 1 for 1 travel orders, open each traveler's EFC in TechDoc (/FM/Travel/COS-Vouchers/"Center"/"traveler") to see if an Origin Fee, Destination Fee, Packing/Unpacking, Storage, etc. has been invoiced. For the bulk funding PRs, all the above need to be verified.
Hints:
   1. Key things to look for, but are not limited to:
      a) Has entire family relocated? (Usually there will be an employee En Route and Dependent En Route voucher, if family En Routed separately.)
      b) Is there a Sale/Purchase voucher?
      c) When was the last TPC bill paid? Such as relocation billing breakdown performed by the SP team during the invoice review process. Examples of items looked at include but are not limited to: debris pick-up, destination service fee, SIT (Storage in Transit), delivery out of storage, and administrative deductions

   (Note: Please wait at least one quarter after the last bill has been received before referring for de-obligation. For example: The invoice date 9/30/2015 is when the moving company billed the Relocation Contractor The Relocation Contractor then bill NSSC in October, which in turn NSSC paid the invoice in November. This is also true to PM (property management). Which is why the Notes stated billed on Oct2015; paid Nov2015.)


Bookmarks
MISC
OD JAN 2018-EMAIL
HHG REV LESS THAN PR
Map
TRAVEL ORDERS
Form 1450
Service Agreement
WebForm
FORM 1575
PAID VOUCHERS
17RITA
FM
3RD PTY HHG NOV 2017
SALE
PURCHASE
3RD PTY HHG OCT 2017
LSHT-EMP & SPOUSE
EE-EMP & FAMILY
LSTQ
3RD PTY EC APR 17
SAP & ESTIMATE

Allegiance Government Relocation
13580 Groupe Drive
Suite 400
Woodbridge, VA 22192
Phone 866-491-7277
TIN# 54-1464893 DUNS 605826197
HHGBilling@AllegianceRelo.com

Date	Invoice
8/31/2017	INV025182
Terms	Job ID #:
Net 30 Days	13626-HHG

Bill To
NASA Shared Services Center
Steven Futch
Program Manager (COR)
Building 1111, Room 225D, Mail Code XD012
Stennis Space Center, MS 39529

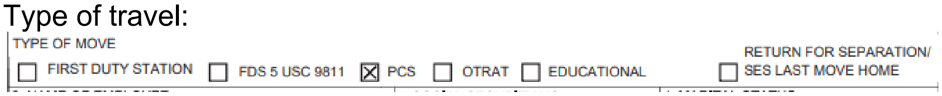
TRANSFEREE/JOB: MICKLEWRIGHT, Alan (NASA)
Originating Location: N Royalton, OH 44133 USA
Destination Location: Pottstown, PA 19465 USA

Description	Amount
10-1500 - Line Haul	17,420.28
10-1530 - Fuel Surcharge	871.01
10-1525 - IRR Fee	696.81
10-1510 - Origin Services Fee	1,797.32
10-1515 - Destination Service Fee	1,744.40
10-1505 - Accessorials	4,363.00
10-1503 - Packing & UnPacking	16,396.66
10-1590 - Bottom Line Discount-63%	-27,272.37
10-1520 - Valuation	81.60
10-1535 - 3rd Party Services-Crate/uncrate	451.30

APPROVED
By Steve Futch at 3:42 pm, Oct 11, 2017

      d) Look at what type of travel it is, and the Entitlement expiration date: which are on the NF 1450C.

   Type of travel:


TYPE OF MOVE
☐ FIRST DUTY STATION ☐ FDS 5 USC 9811 ☒ PCS ☐ OTRAT ☐ EDUCATIONAL ☐ RETURN FOR SEPARATION/ SES LAST MOVE HOME

   Entitlement expiration date:

325		
/05/15	Entitlements Expire:	04/05/2016
RS	Caseworker:	Carole Hydorn

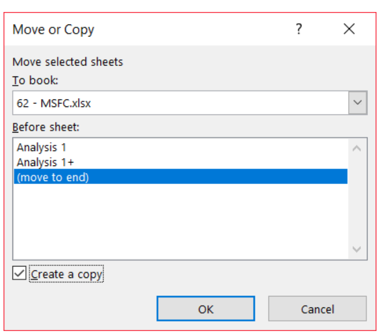
e) HHG Active/Complete column: This is when the Relocation Contractor provides the status of the PR. If it said Active, do not go any further.

PR	PR PLI	Material Group	Last Name	First Name	Entitlement Counseling Active/Complete	Home Sale Active/Complete	Property Management Active/Complete	HHG MoveCounselor	HHG Active/Complete	Comments
4200747679	22CP20F036 - Co	V1	[redacted]		Complete	N/A	N/A	Kerr, Beverly	Complete	Hold for billing
4200772936	22CP21T051 - Ga	V1			Complete	N/A	N/A	Kerr, Beverly	Complete	Hold for billing
4200732991	22CP20T030 - Ha	V1			Complete	N/A	N/A	Kerr, Beverly	Complete	De-ob; Last billed Jan 2021
4200747677	22CP20N046 - Me	V1			Complete	N/A	N/A	Kerr, Beverly	Complete	De-ob; Last billed Nov 2020

STEP 9. **NSSC Travel (CS-L3)**-Continue to review notes for each line in the report and concur or ask any additional questions required to complete analysis. Only highlight the row recommended to be de-obligate.

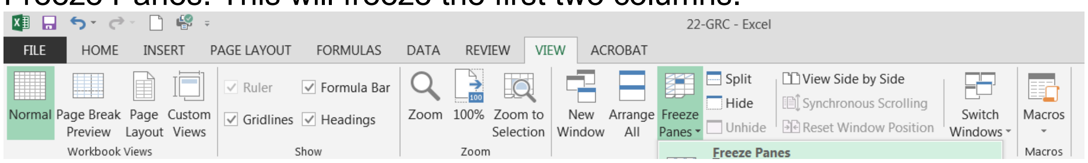
STEP 10. **NSSC Travel (CS-L3)** - Once review has been completed, follow the steps below to clean up the spreadsheet for the Centers.

A. Un-filter the data and delete all the columns after ITD Undisbursed Obligation.
B. Copy the current spreadsheet to another tab.
   1. Right click on the bottom tab
   2. Select Move or Copy
   3. Select move to end
   4. Select box for Create a Copy
   5. Click OK

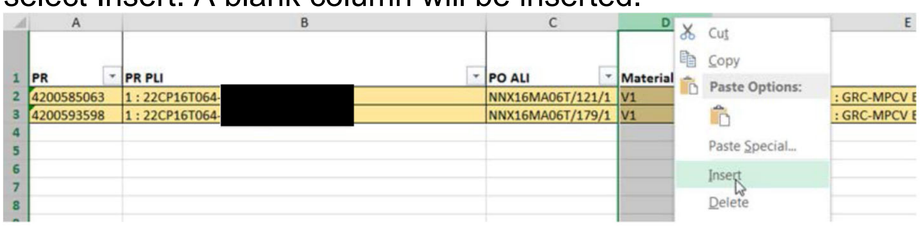


C. Rename the tab to “De-obligate.”

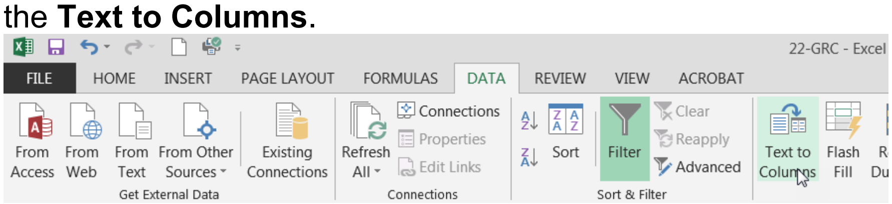
D. On the “De-obligate” tab, ensure the data is unfiltered. Delete the empty rows and all the rows un-highlighted (leave open).
E. Select PO ALI column. Click on View ribbon under the Window group. Select Freeze Panes. This will freeze the first two columns.



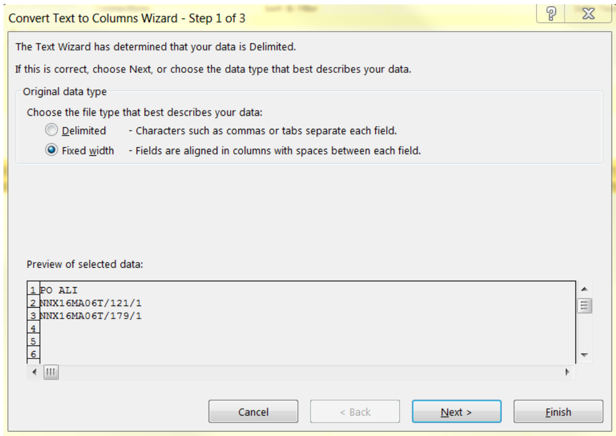
F. Insert a blank column by selecting Material Group column, then right click and select Insert. A blank column will be inserted.



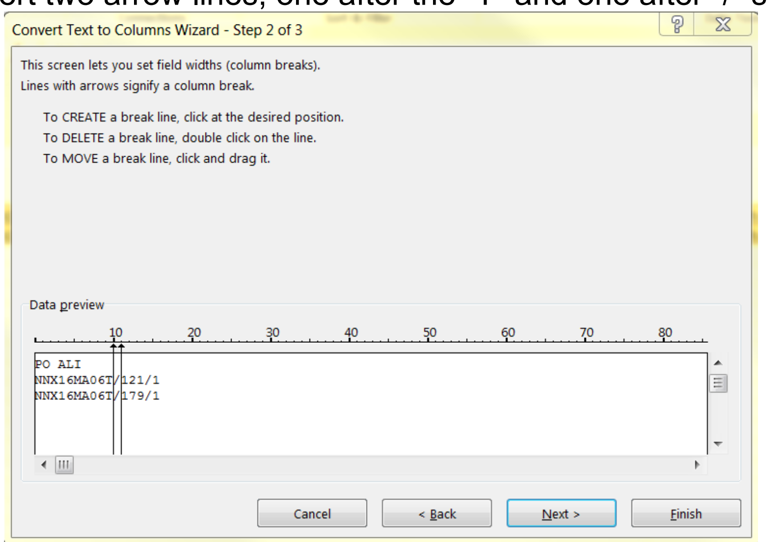
G. Select PO ALI column and go to **Data** ribbon tab: in the **Data Tools** group, select the **Text to Columns**.



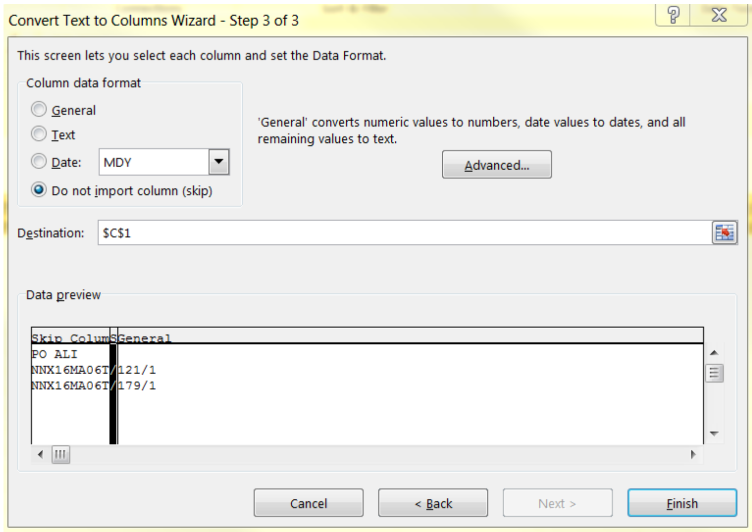
H. Click the radio button on Fixed width and click Next.

I. 

J. Insert two arrow lines, one after the “T” and one after “/” symbol. Then click Next.

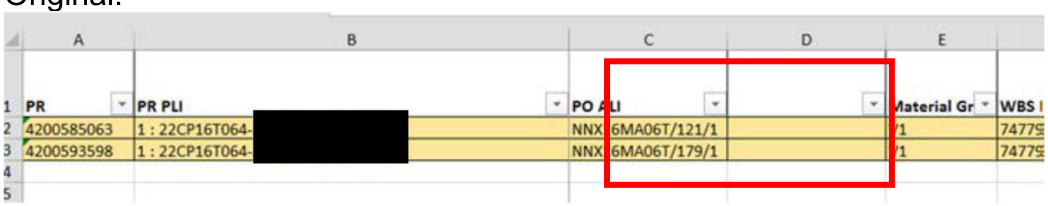


K. On the next screen, select the “/” column. The I column will black out. Under the Column data format, select the radio button for **Do not import column (skip)** and then click **Finish**. A new window will open “There’s already data here. Do you want to replace it?” Click OK.

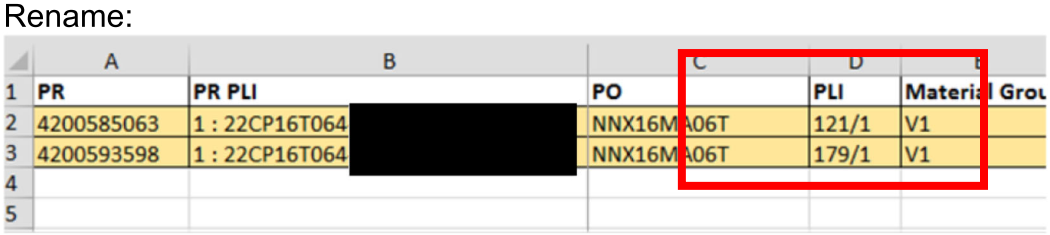


L. NSSC Travel (CS-L3)- Then rename the column from PO ALI to PO; and name the new column PLI.

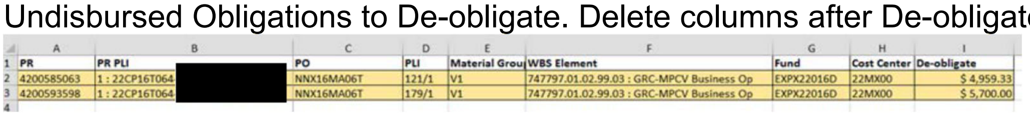
M. Original:



N. Rename:



O. Delete columns from Program Year to Cum ITD Disb and rename ITD Undisbursed Obligations to De-obligate. Delete columns after De-obligate.



P. Once you finished each Center, go into SNOW, change the task status to Work-in-Progress and add remark to Work Notes: DRD reviewed and approved for (add the Center name, i.e., HQ, KSC, NSSC). Send the task to Sarita Harper.

1. WMS records are then resolved.

STEP 11. **NSSC Travel (SP-L2)** – Update traveler's electronic files whose transportations benefits are marked as "complete.

STEP 12. **NSSC Travel (CS-L3)** –Send e-mail to Centers with recommendations for de-obligation. The Center e-mail will include a copy of the BOBJ report for their Center only and the Generic DeobForm. Address the Center e-mail to Center POCs in the "To" line. The "CC" line should include designated CS L3 Travel Team POCs, NSSC Procurement Team and Contracting Officer, and SP COS Team Lead. See example e-mails below.

Note: If there are no open PRs (no remaining funds to use) do not send an e-mail to the Center.

Note: In the April/May 2019 timeframe, due to the NSSC Procurement Office getting numerous helpdesk cases and emails from Center Budget Offices regarding de-obligations and who authorized them, NSSC Travel has introduced a de-obligation form to be completed and signed off by the Center Budget Office any time there is a de-obligation request of $5,000 or more. Hopefully, this will stem the tide of calls and inquiries about obligation actions where NSSC Travel has secured concurrence to execute that action. If you receive a call concerning a de-obligation action, in which the form has been properly executed, questions shall be directed back to the Center personnel who authorized the de-obligation action. This form shall be used by all Centers except Johnson Space Center (JSC), who currently utilizes a different form and requires all de-obligations be reported on their specific form and a signature be obtained regardless of the amount (See e-mail below from JSC OCFO office). The two new De-obligation form templates can be found in Appendix K of this SDG.

From: Nguyen, Monique T. (JSC-LG111)
Sent: Tuesday, April 23, 2019 3:40 PM
To: NSSC-ContactCenter <nssc-contactcenter@mail.nasa.gov>
Cc: Candee, Kevin L. (JSC-LG111) <kevin.l.candee@nasa.gov>; Kidwell, Sarah (JSC-LG111) <sarah.kidwell@nasa.gov>; HANSEN, LEWIS R. (NSSC-XD042) <lewis.r.hansen@nasa.gov>; Williams, Cassandra (NSSC-XD041) <cassandra.williams-1@nasa.gov>; Ouder, Eli C. (NSSC-XD044) <eli.c.ouder@nasa.gov>; Miller, Troy E. (NSSC-XD040) <troy.e.miller@nasa.gov>; Arroyo, Jorge L. (JSC-LG111) <jorge.l.arroyo@nasa.gov>; Cox, Angelique J. (JSC-LG111) <angelique.j.cox@nasa.gov>; Guinn, Keshia L. (JSC-LG111) <keshia.l.guinn@nasa.gov>; Strehler, Keith W. (JSC-LG111) <keith.w.strehler@nasa.gov>
Subject: Action required: Communication to NSSC Procurement for the updated JSC De-Ob

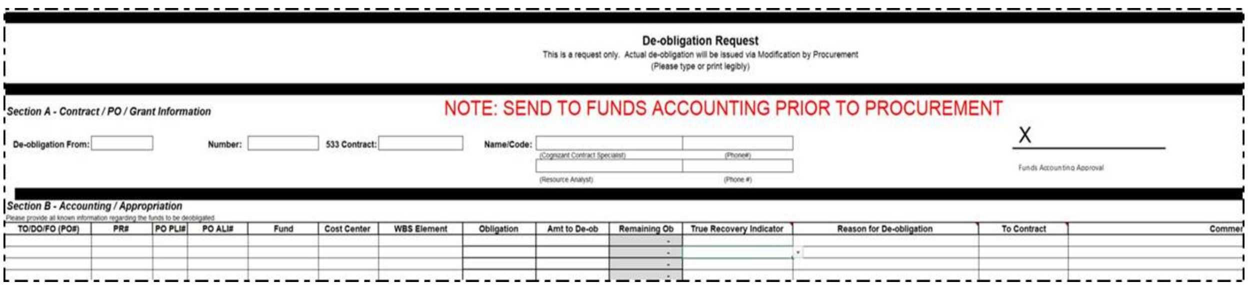
Request Template
Importance: High

JSC is requesting L3 warm hand off for the NSSC Contract Center to forward this important message to all NSSC Procurement office teams.

To all NSSC Procurement teams:

<u>Summary Information:</u>

Effective immediately, there is an updated JSC De-obligation Template that should be used by all JSC analysts. Please ensure JSC analysts use the updated De-obligation template for de-obligation requests (see attached file). JSC Funds Accounting Team (FAT) approval is now required before de-obligating the fund(s). See the blue box below on the top right side of the template.



De-obligation Request
This is a request only. Actual de-obligation will be issued via Modification by Procurement
(Please type or print legibly)

Section A - Contract / PO / Grant Information

NOTE: SEND TO FUNDS ACCOUNTING PRIOR TO PROCUREMENT

De-obligation From: Number: 533 Contract: Name/Code:
(Cognizant Contract Specialist) (Phone#)
(Resource Analyst) (Phone #)

X
Funds Accounting Approval

Section B - Accounting / Appropriation
Please provide all known information regarding the funds to be deobligated

TO/DO/FO (PO#)	PR#	PO PLI#	PO ALI#	Fund	Cost Center	WBS Element	Obligation	Amt to De-ob	Remaining Ob	True Recovery Indicator	Reason for De-obligation	To Contract	Commer
									-				
									-				
									-				
									-				

This is important and necessary updates:

To ensure JSC do not exceed our anticipated recovery balances

NASA requested Recovery Authority by appropriation (FUND / AOF) in order to re-use funding each year as needed. JSC Finance works closely with JSC Resource community on the JSC Recovery Authority Estimate in the July timeframe prior to submitting the estimates for the next Fiscal Year's Recovery Authority. However, if JSC exceeds the estimated Recovery for any FUND, SAP will not allow the funding to be re-obligated until the issue is resolved, which requires HQ OCFO (and OMB approval is applicable) actions.

To reclassify any de-obligations that are not true recoveries (for example, a change in WBS within the same funded program on a contract)

Please contact me if you have any questions.

Thanks,

Monique Nguyen
Team Lead

Funds Accounting Team (LG)
NASA-Johnson Space Center
Phone: 281-483-8244
Cell: 281-222-1639

OCF

Example e-mails shown below.

The following e-mail is for Open PRs which require action:

Subject: Completion of Analysis of Relocation Contractor Contract for LARC

<u>PURPOSE OF THIS E-MAIL</u>: To inform you of the completion of the <u>PR</u> review and the NSSC's recommendations for de-obligations of the open amounts remaining on the {CURRENT RELOCATION CONTRACTOR} Contract.
<u>ACTION REQUIRED</u>: Please reply to all parties with required information to facilitate de-obligation of funds.

Good afternoon,

A review of your open amounts on the {CURENT RELOCATION CONTRACTOR} contract has been completed. The list below is our recommendation for de-obligation. The attachment shows the current PR open amounts which were reviewed to locate and verify all completed records.

Note: If the de-obligation amount is $5,000.00 or more, approval signature by the Budget Office is required on the attached form.

PR	PR PLI	PO	PLI	Material Group	WBS Element	Fund	Cost Center	De-obligate
4200582912	3 : 23CP16T050 - [redacted]	NNX16MA06T	127/1	V1	736466.02.06.07.01 : LARC-Permanent Chang	SSMX22016D	23B4	$ 4,121.67
4200590121	1 : [redacted] 23CP15TO90-HHG	NNX15MA01T	226/1	V1	736466.02.06.07.01 : LARC-Permanent Chang	CASX22015D	23B4	$ 857.68

In order to facilitate the de-obligation of these funds from this instrument, you are required to either complete the De-obligation/Transfer Form attached to this e-mail for obligations of $5,000.00 or more, or, provide the following information to all parties copied on this e-mail:

Contract Number:
PR Number:
SAP PLI and ALI:
Exact amount to be de-obligated:
POC Name and E-mail Address:

Please contact me if you have any questions.

Thank you,

Output: Quarterly analysis completed and de-obligation request sent to each Center.

The following e-mail is for Open PRs which required **no** action:

Subject: Completion of Analysis of {CURRENT RELOCATION CONTRACTOR} Contract for LARC

PURPOSE OF THIS E-MAIL: To inform you of the completion of the PR review and the NSSC's recommendations for de-obligations of the open amounts remaining on the {Relocation Contractor} Contract.

NO ACTION REQUIRED

Good afternoon,

A full analysis of the {Relocation Contractor} contract has been completed. There are no recommendations for de-obligation. The attachment lists all outstanding PR's that were reviewed to identify completed records/moves.

Please contact me if you have any questions.

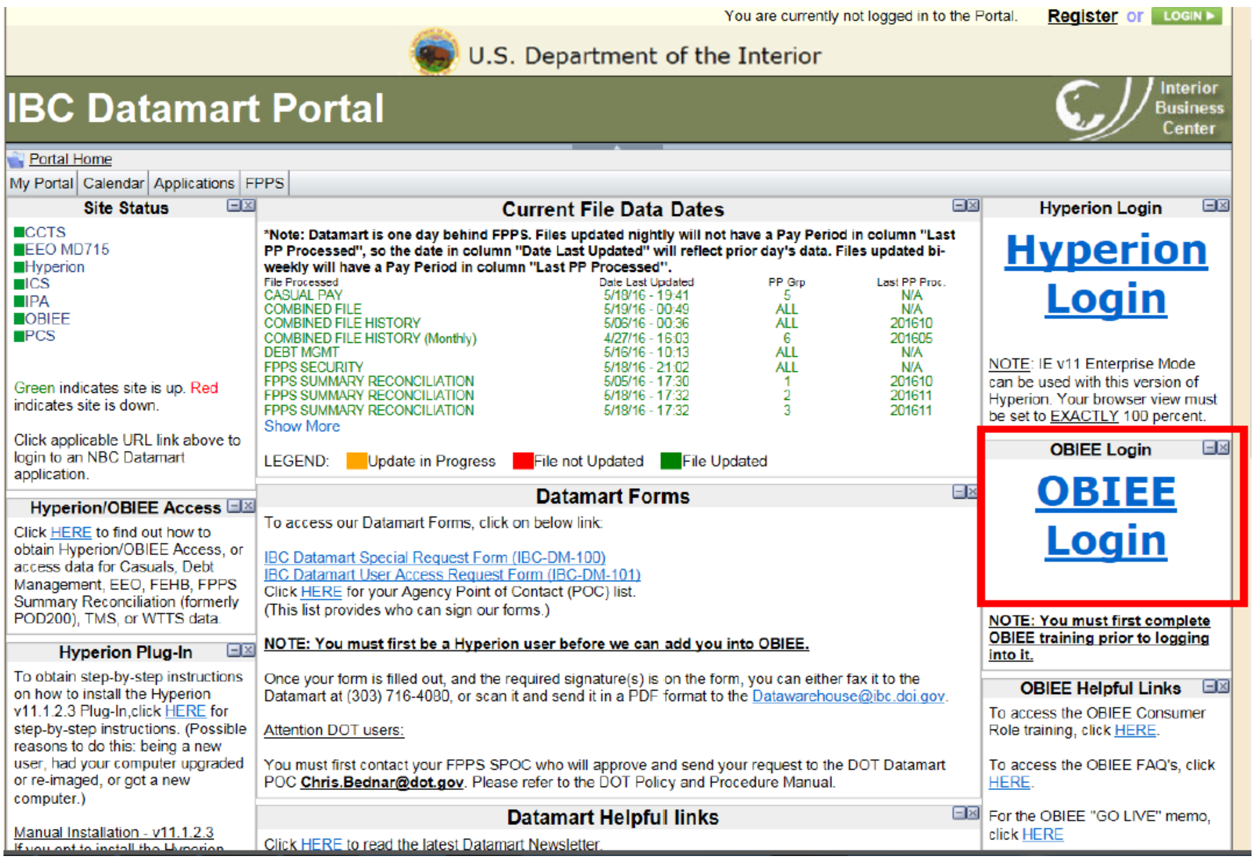
Output: Quarterly analysis completed sent to each Center.

PROCESS 9 – 4782 RECONCILIATION TO DOI

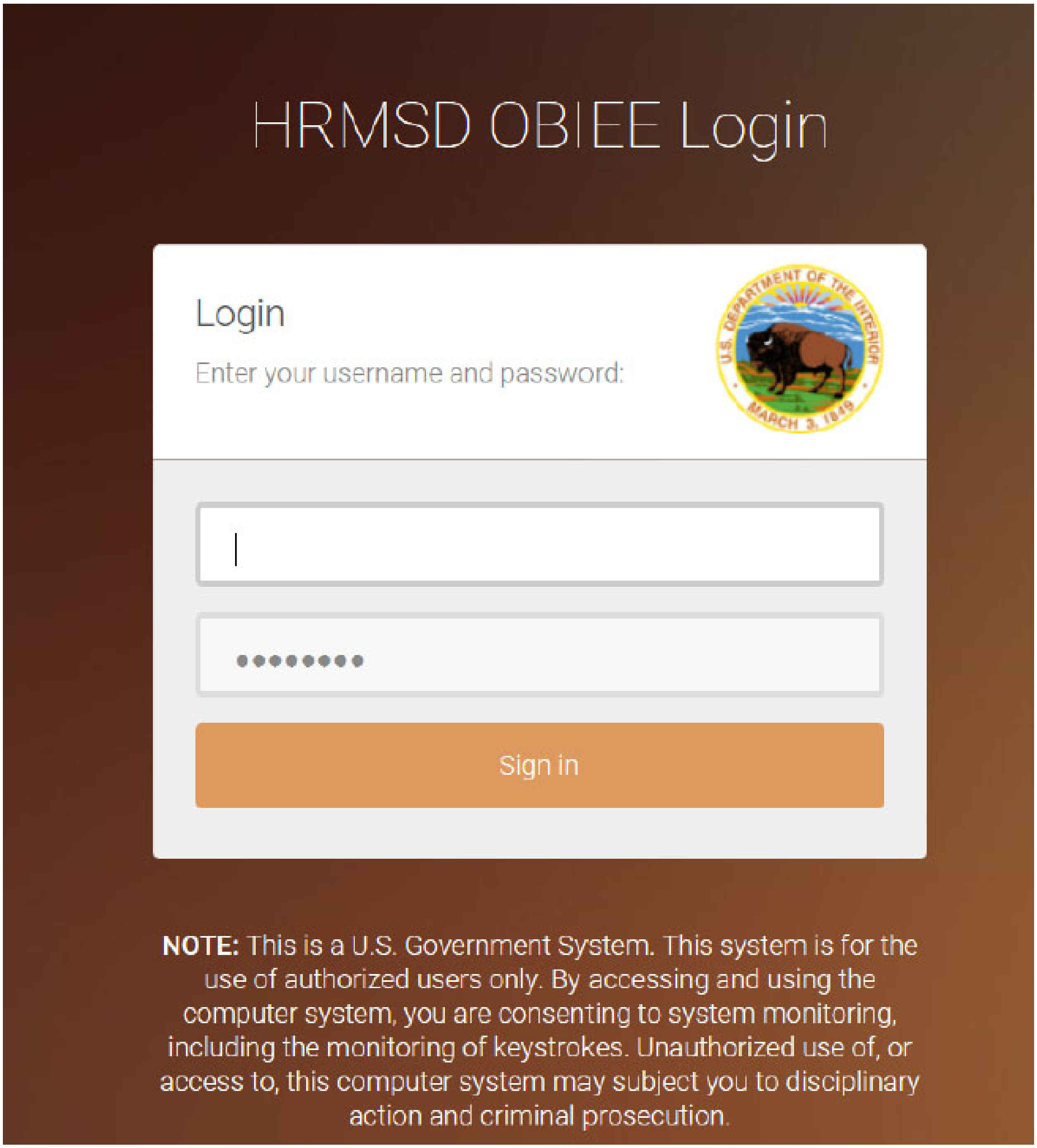
At the beginning of each calendar year, the reconciliation is completed quarterly. At the end of the calendar year, it is done every two weeks, to ensure proper reporting of taxes to DOI.

STEP 1. **NSSC Travel (SP-L2)** – Create a WMS ticket and assign to self. Category "COS Voucher" – Subcategory – Special Request and Assignment Group – FM Change of Station L2 "Run Datamart report:

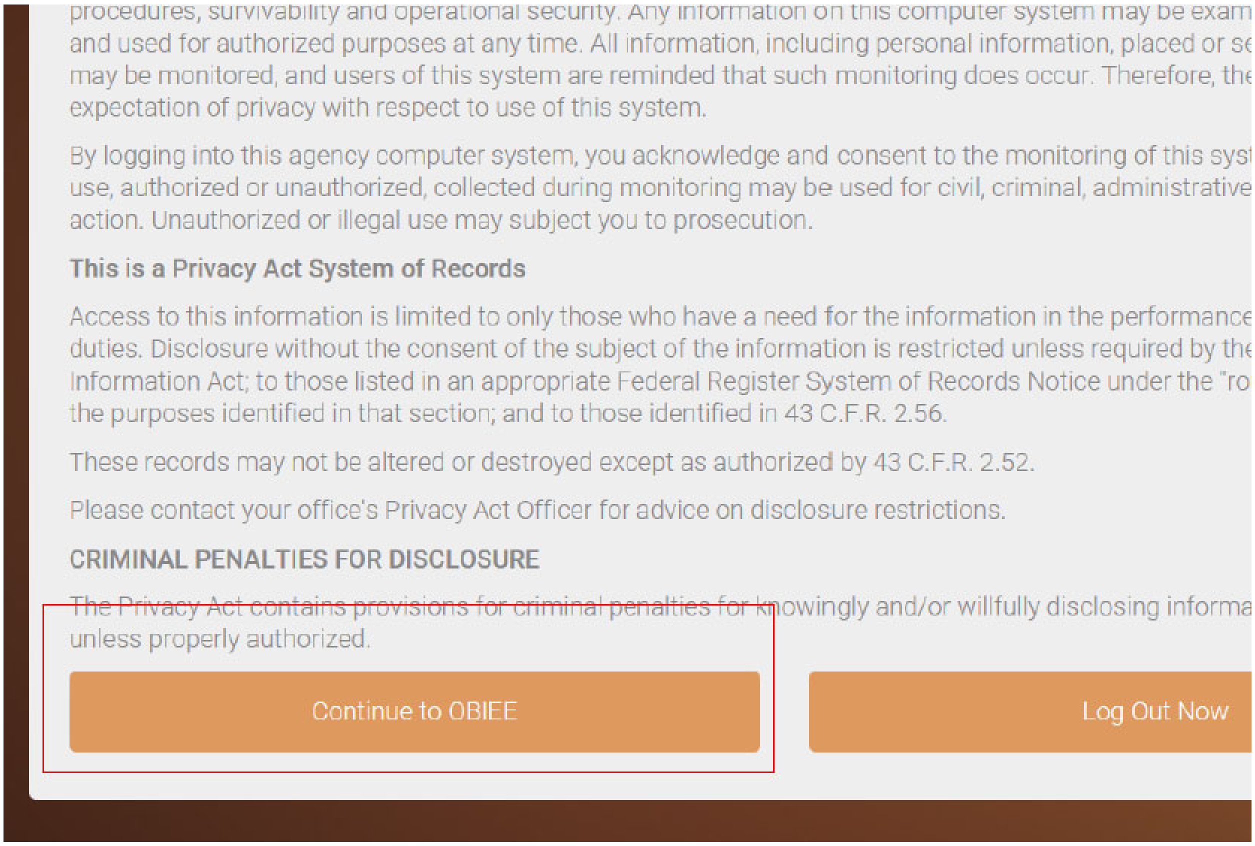
A. Log in: https://dmartportal.ibc.doi.gov/
B. Use FPPS login credentials
C. Click OBIEE Login



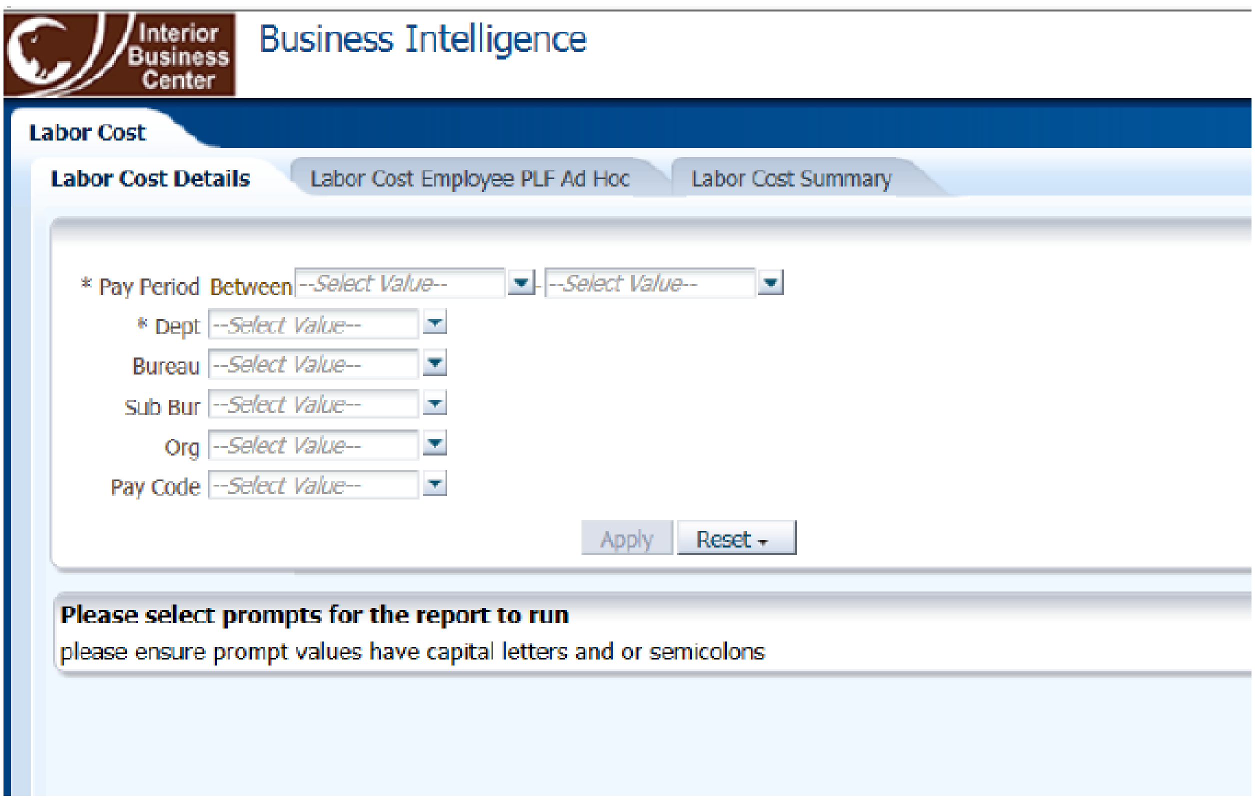
1. Enter FPPS Username and Password



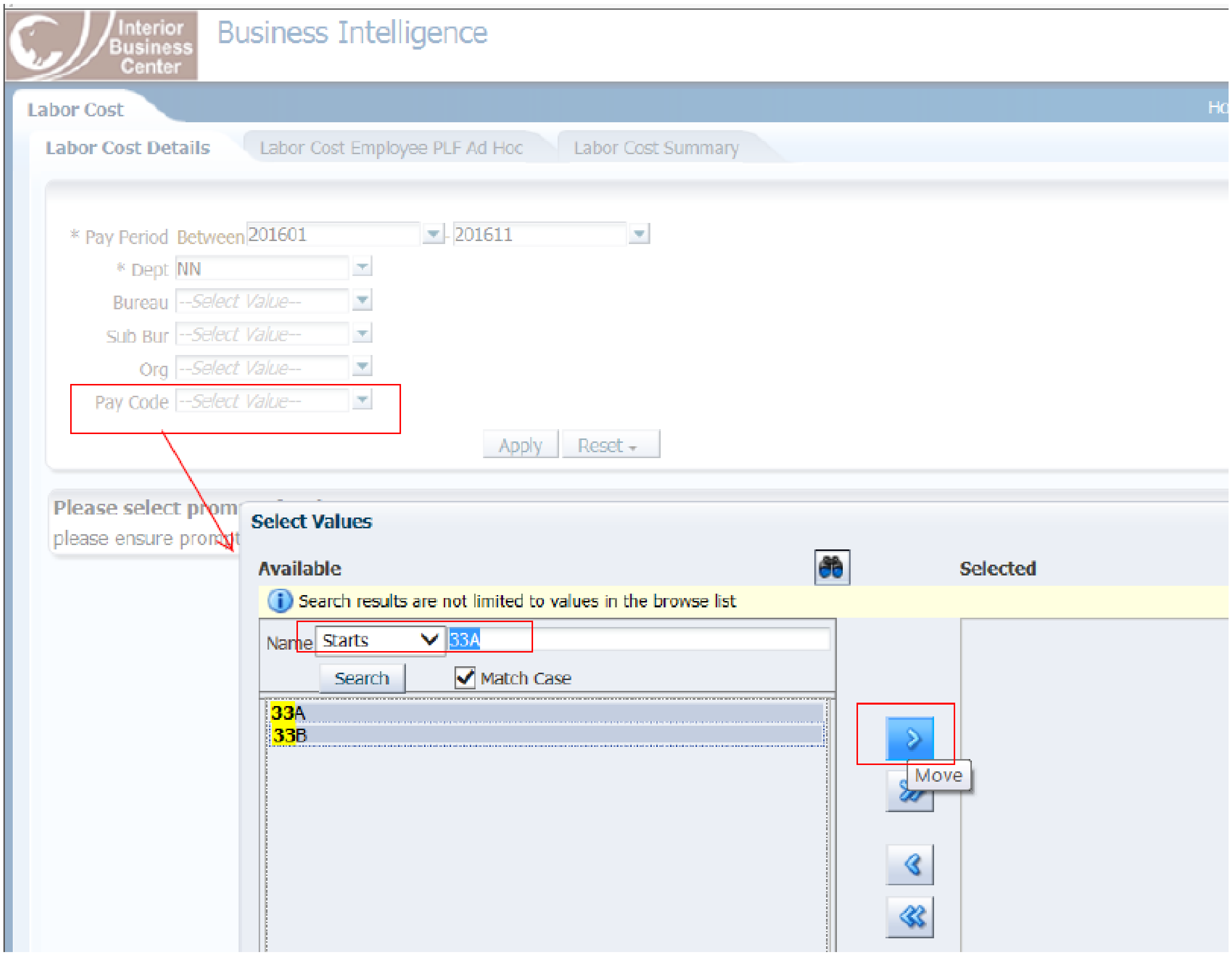
2. Choose Continue to OBIEE

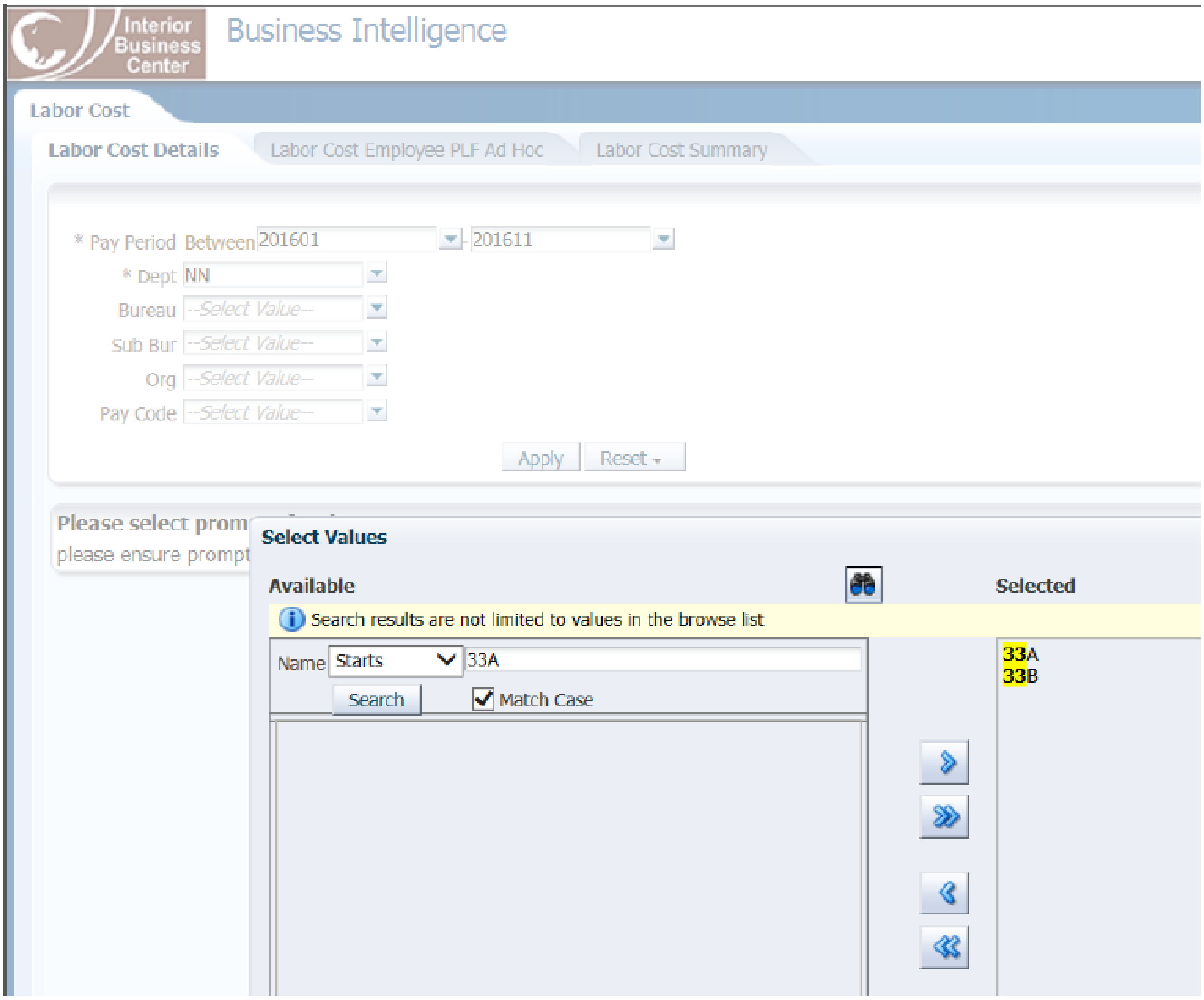


3. Click Labor Cost – Labor Cost Details



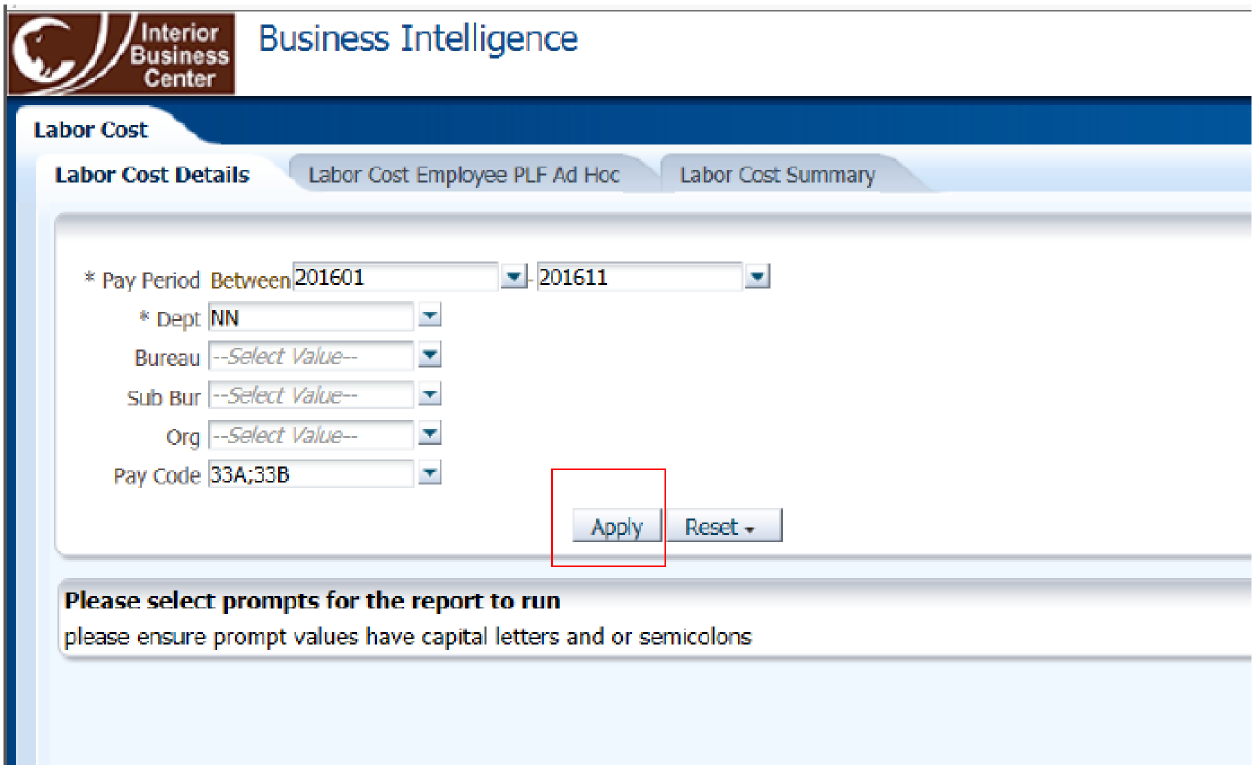
4. Fill in Pay Periods, Department and Pay Codes

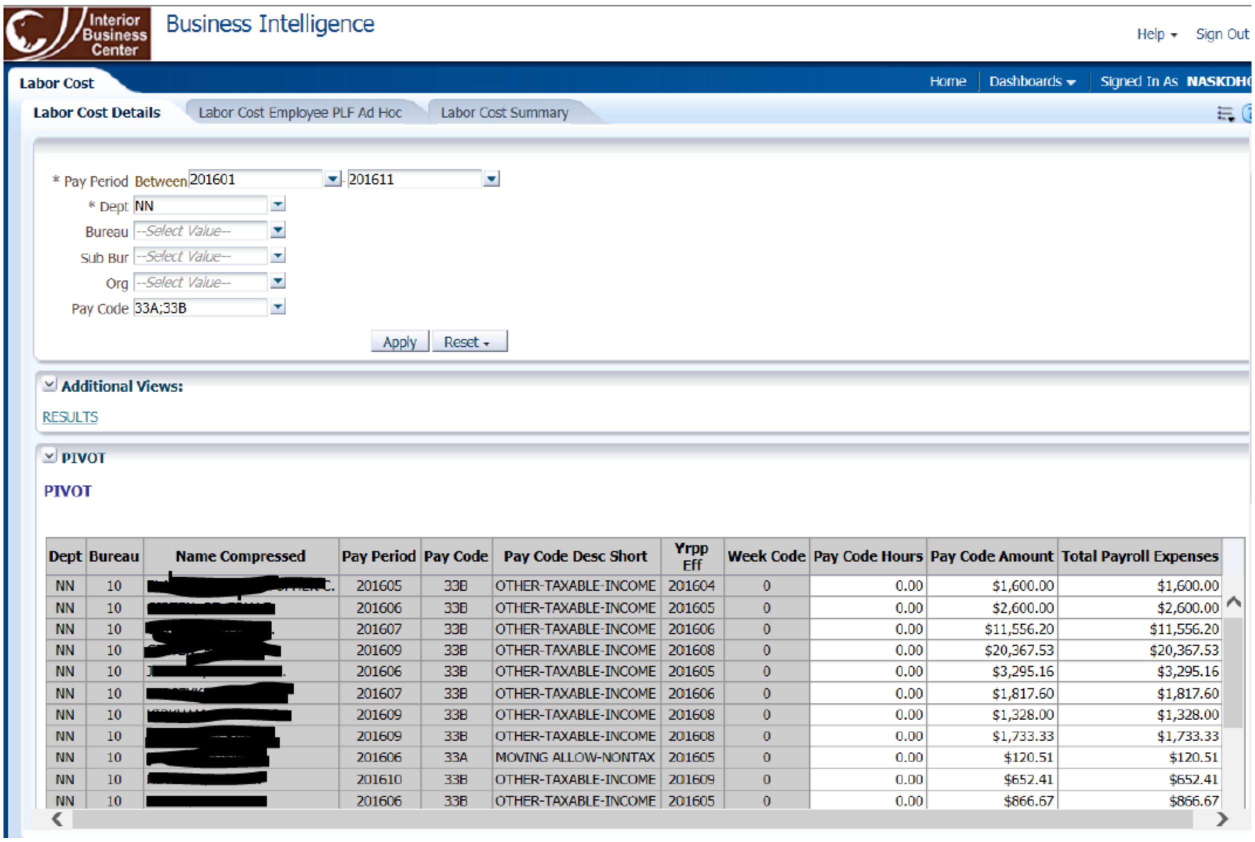




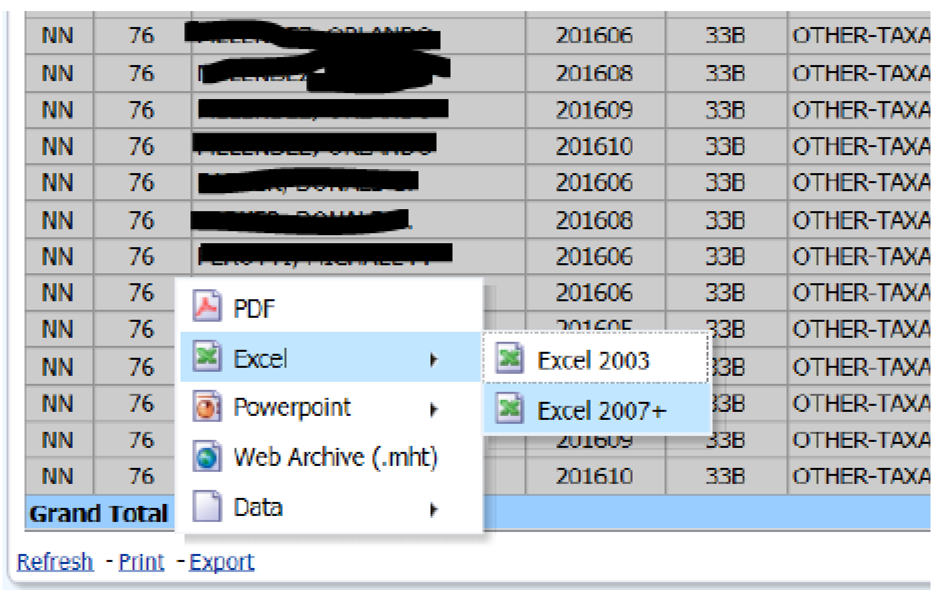
Interior Business Center
Business Intelligence
Labor Cost
Labor Cost Details
Labor Cost Employee PLF Ad Hoc
Labor Cost Summary
* Pay Period Between 201601 - 201611
* Dept NN
Bureau --Select Value--
Sub Bur --Select Value--
Org --Select Value--
Pay Code --Select Value--
Apply
Reset
Please select prom
please ensure prompt
Select Values
Available
Selected
Search results are not limited to values in the browse list
Name Starts 33A
Search
Match Case
33A
33B

5. Click Apply

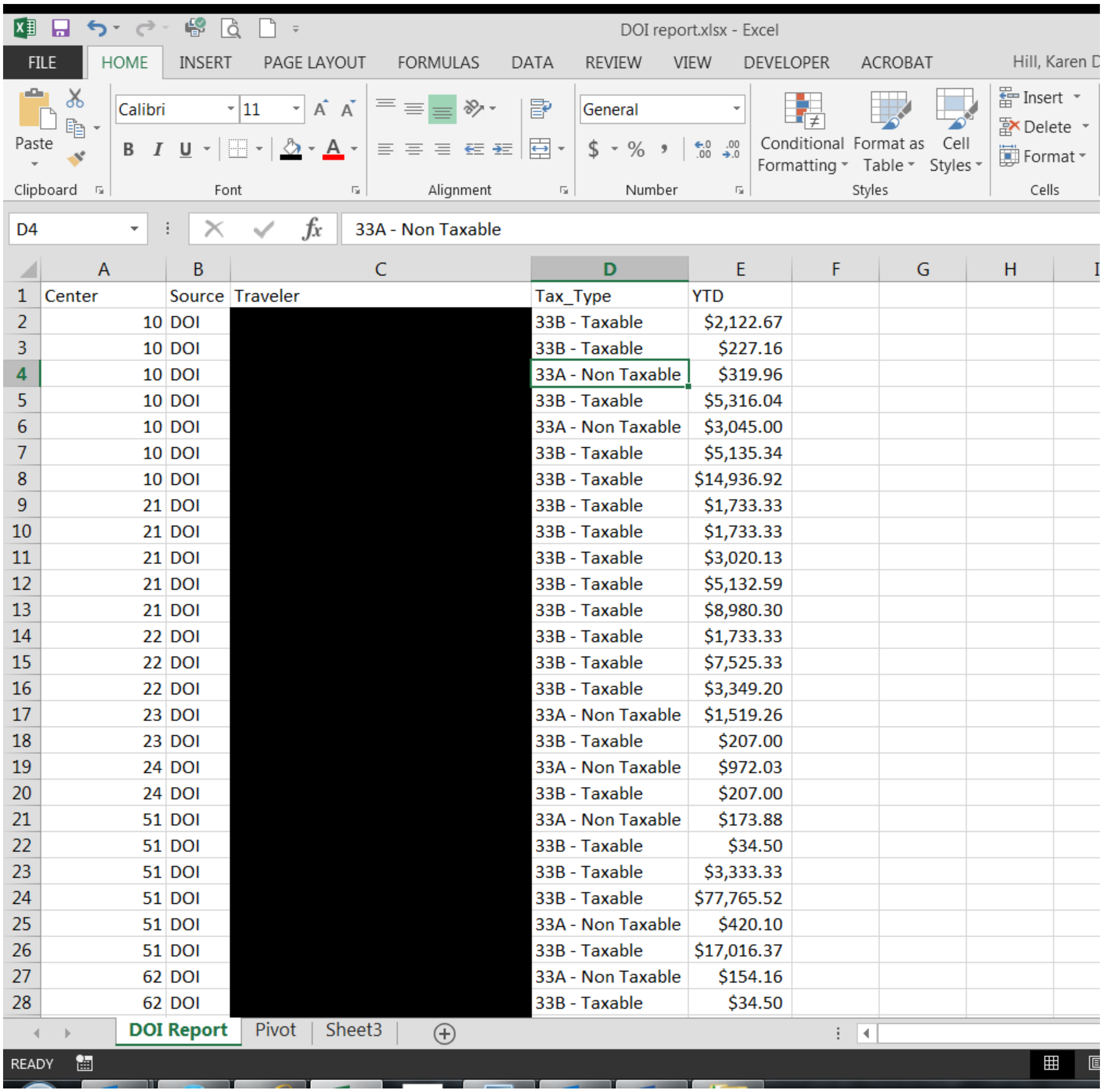




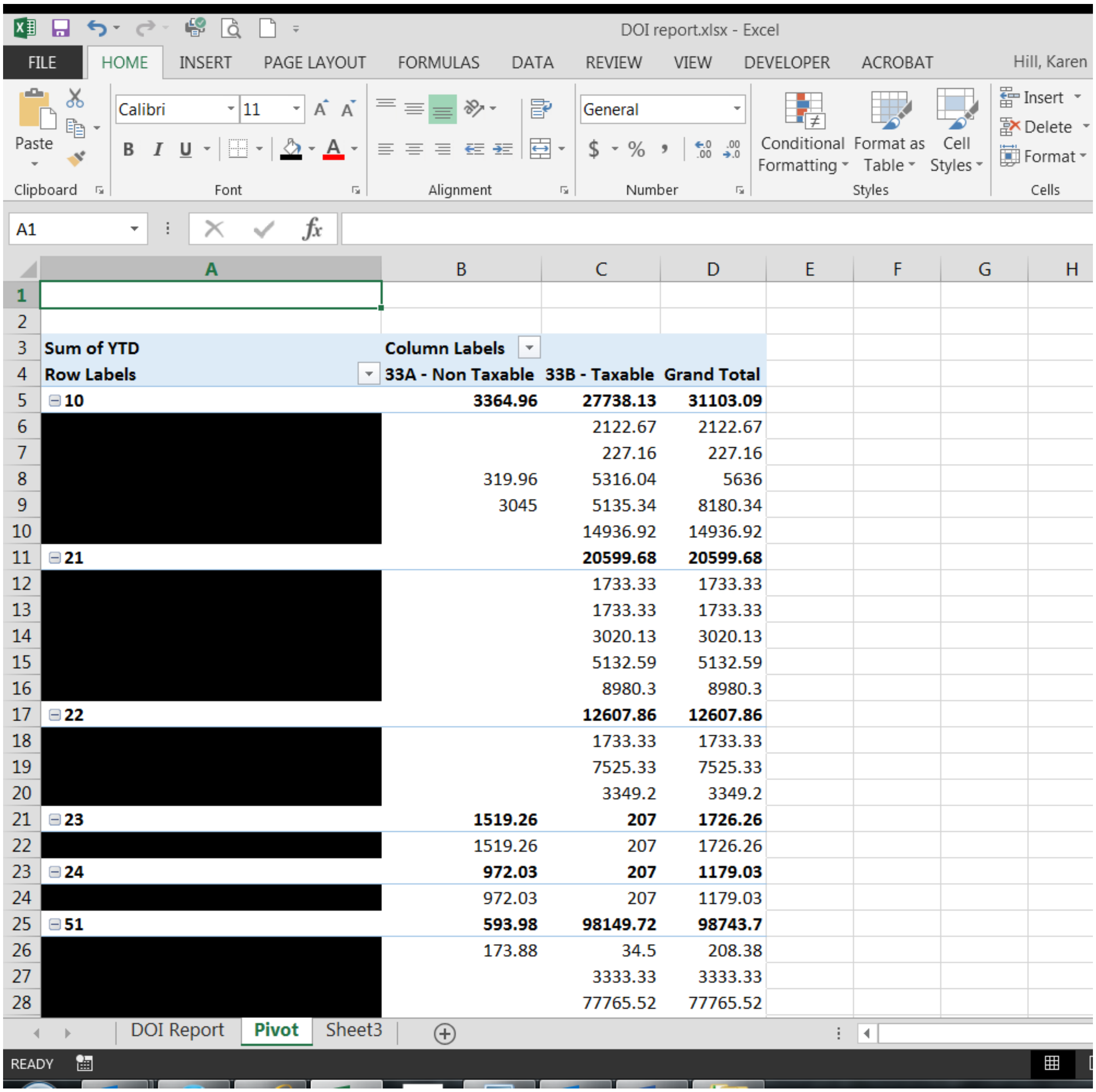
6. Scroll to the bottom and click Export, choose Excel 2007+



7. File opens in Excel:

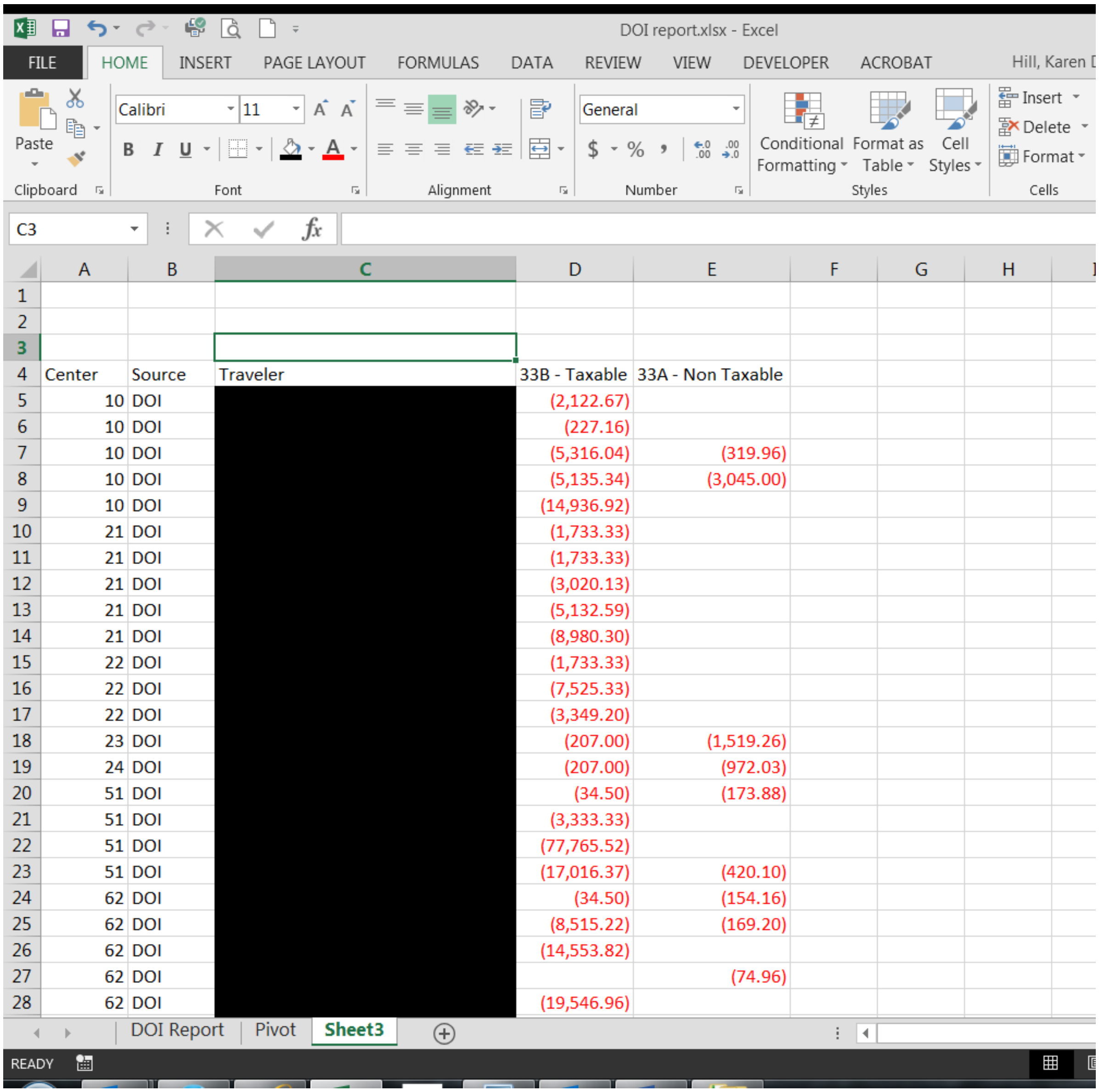


8. Insert Pivot Table:



Sum of YTD	Column Labels		
Row Labels	33A - Non Taxable	33B - Taxable	Grand Total
10	**3364.96**	**27738.13**	**31103.09**
[redacted]		2122.67	2122.67
[redacted]		227.16	227.16
[redacted]	319.96	5316.04	5636
[redacted]	3045	5135.34	8180.34
[redacted]		14936.92	14936.92
21		**20599.68**	**20599.68**
[redacted]		1733.33	1733.33
[redacted]		1733.33	1733.33
[redacted]		3020.13	3020.13
[redacted]		5132.59	5132.59
[redacted]		8980.3	8980.3
22		**12607.86**	**12607.86**
[redacted]		1733.33	1733.33
[redacted]		7525.33	7525.33
[redacted]		3349.2	3349.2
23	**1519.26**	**207**	**1726.26**
[redacted]	1519.26	207	1726.26
24	**972.03**	**207**	**1179.03**
[redacted]	972.03	207	1179.03
51	**593.98**	**98149.72**	**98743.7**
[redacted]	173.88	34.5	208.38
[redacted]		3333.33	3333.33
[redacted]		77765.52	77765.52

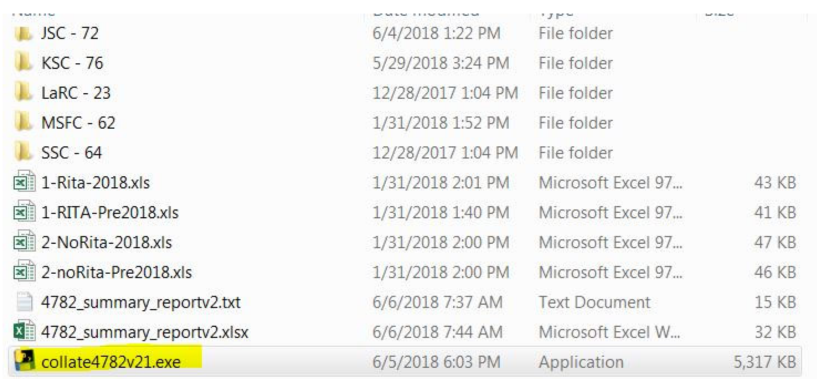
9. Copy Paste/Special/As Value, clean up to look as follows:



	A	B	C	D	E
1					
2					
3					
4	Center	Source	Traveler	33B - Taxable	33A - Non Taxable
5	10	DOI	[redacted]	(2,122.67)	
6	10	DOI	[redacted]	(227.16)	
7	10	DOI	[redacted]	(5,316.04)	(319.96)
8	10	DOI	[redacted]	(5,135.34)	(3,045.00)
9	10	DOI	[redacted]	(14,936.92)	
10	21	DOI	[redacted]	(1,733.33)	
11	21	DOI	[redacted]	(1,733.33)	
12	21	DOI	[redacted]	(3,020.13)	
13	21	DOI	[redacted]	(5,132.59)	
14	21	DOI	[redacted]	(8,980.30)	
15	22	DOI	[redacted]	(1,733.33)	
16	22	DOI	[redacted]	(7,525.33)	
17	22	DOI	[redacted]	(3,349.20)	
18	23	DOI	[redacted]	(207.00)	(1,519.26)
19	24	DOI	[redacted]	(207.00)	(972.03)
20	51	DOI	[redacted]	(34.50)	(173.88)
21	51	DOI	[redacted]	(3,333.33)	
22	51	DOI	[redacted]	(77,765.52)	
23	51	DOI	[redacted]	(17,016.37)	(420.10)
24	62	DOI	[redacted]	(34.50)	(154.16)
25	62	DOI	[redacted]	(8,515.22)	(169.20)
26	62	DOI	[redacted]	(14,553.82)	
27	62	DOI	[redacted]		(74.96)
28	62	DOI	[redacted]	(19,546.96)	

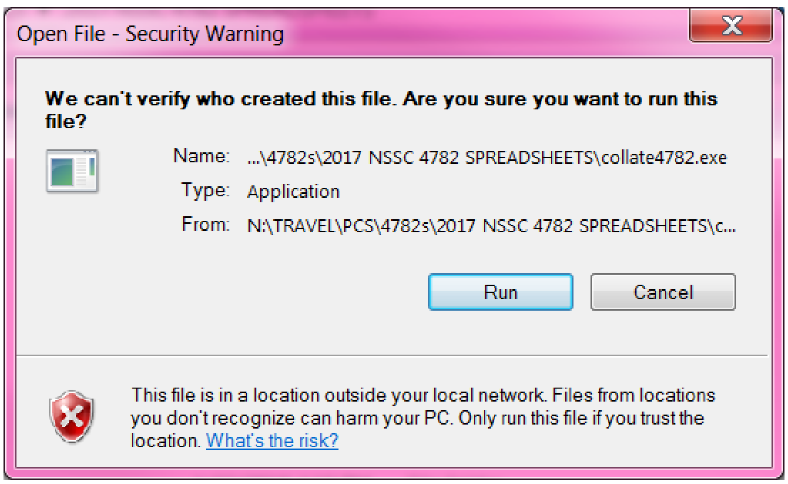
STEP 2. **<u>NSSC Travel (SP-L2)</u>** – Compare with 4782 files for accuracy using the 4782 automated process

A. Double click collate script within the folder of the year you are reconciling



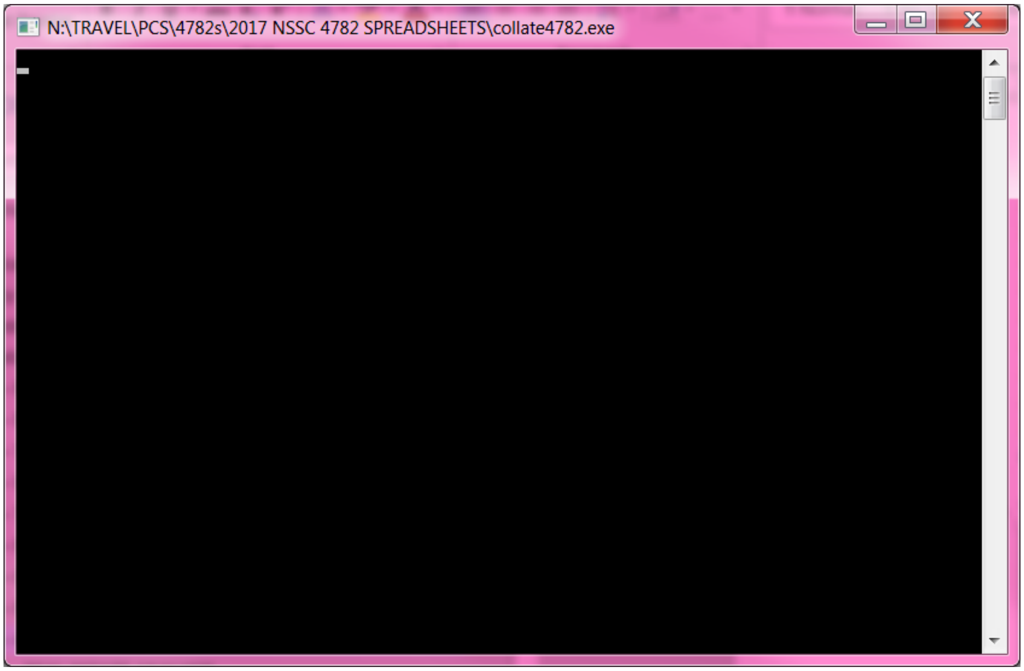
JSC - 72 6/4/2018 1:22 PM File folder
KSC - 76 5/29/2018 3:24 PM File folder
LaRC - 23 12/28/2017 1:04 PM File folder
MSFC - 62 1/31/2018 1:52 PM File folder
SSC - 64 12/28/2017 1:04 PM File folder
1-Rita-2018.xls 1/31/2018 2:01 PM Microsoft Excel 97... 43 KB
1-RITA-Pre2018.xls 1/31/2018 1:40 PM Microsoft Excel 97... 41 KB
2-NoRita-2018.xls 1/31/2018 2:00 PM Microsoft Excel 97... 47 KB
2-noRita-Pre2018.xls 1/31/2018 2:00 PM Microsoft Excel 97... 46 KB
4782_summary_reportv2.txt 6/6/2018 7:37 AM Text Document 15 KB
4782_summary_reportv2.xlsx 6/6/2018 7:44 AM Microsoft Excel W... 32 KB
collate4782v21.exe 6/5/2018 6:03 PM Application 5,317 KB

B. Click Run

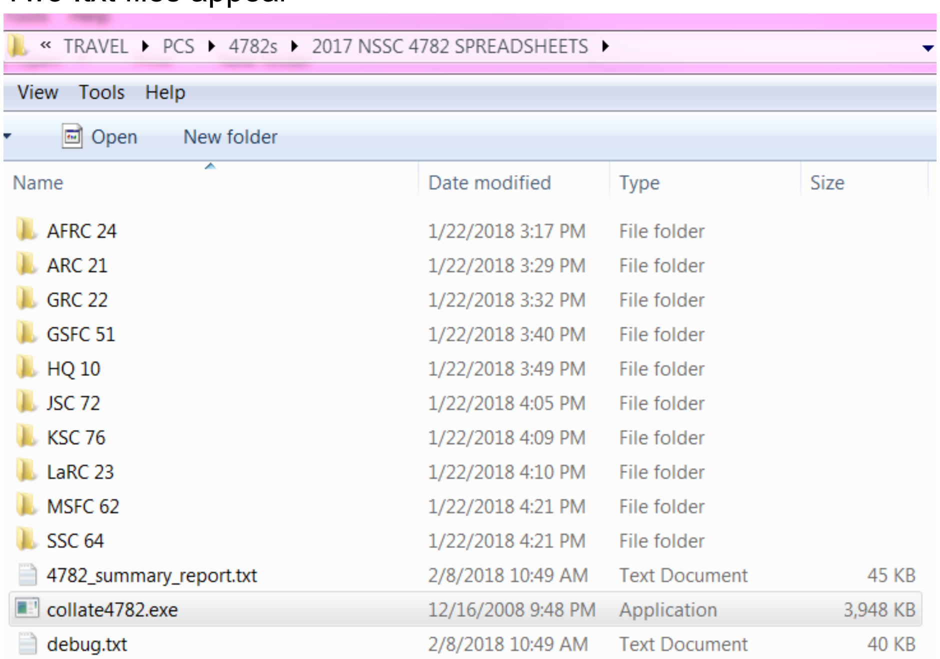


Open File - Security Warning
We can't verify who created this file. Are you sure you want to run this file?
Name: ...\4782s\2017 NSSC 4782 SPREADSHEETS\collate4782.exe
Type: Application
From: N:\TRAVEL\PCS\4782s\2017 NSSC 4782 SPREADSHEETS\c...
Run
Cancel
This file is in a location outside your local network. Files from locations you don't recognize can harm your PC. Only run this file if you trust the location. What's the risk?

C. A black box will appear, wait for it to disappear, this shows it is done

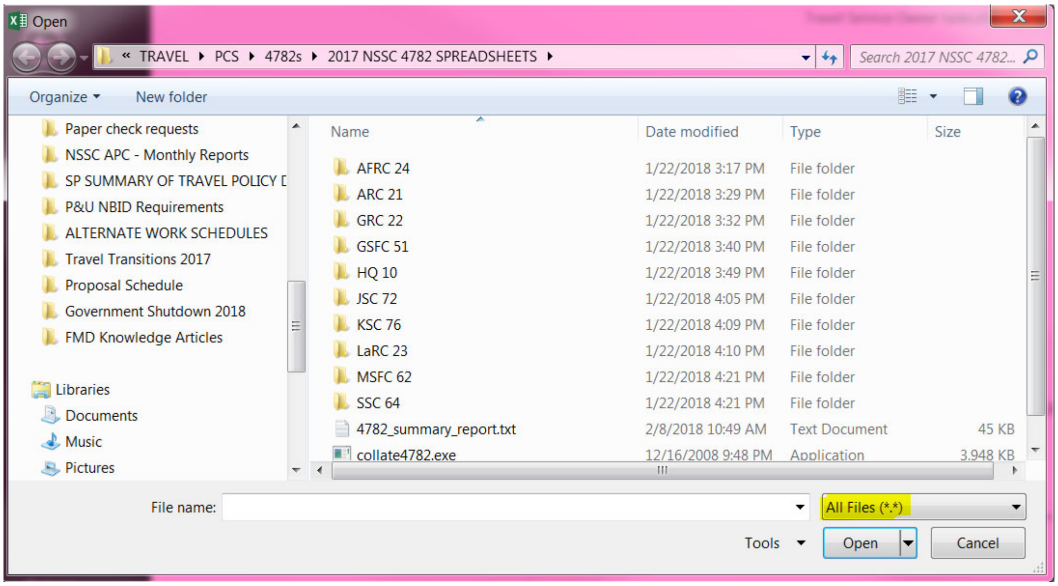


D. Two .txt files appear

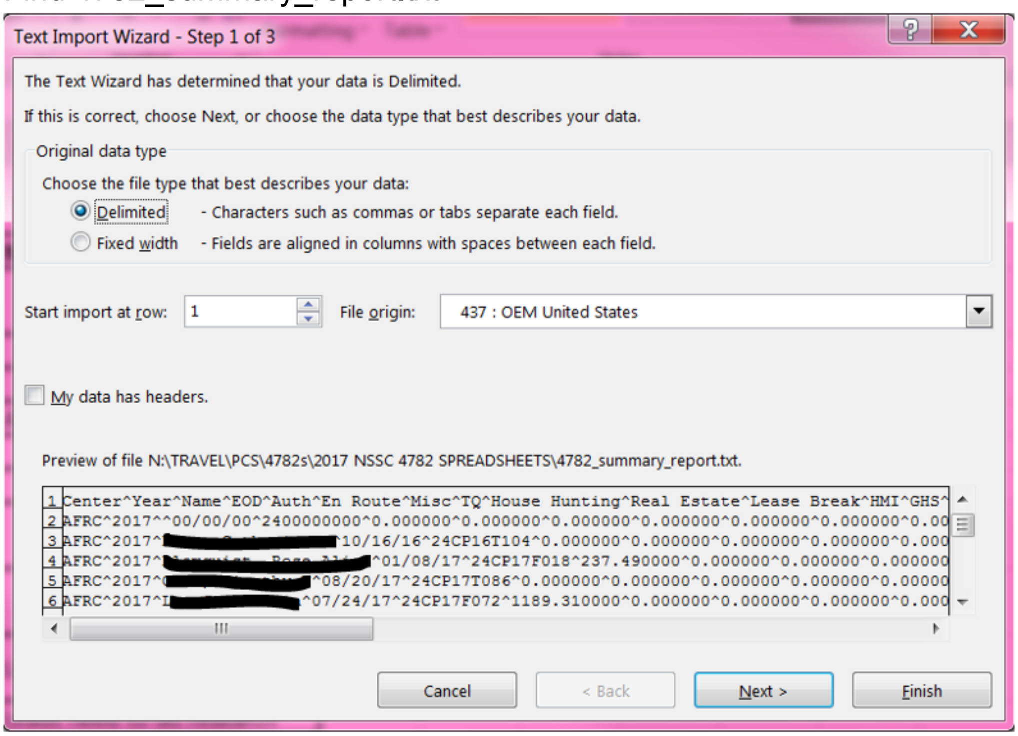


E. Open Excel

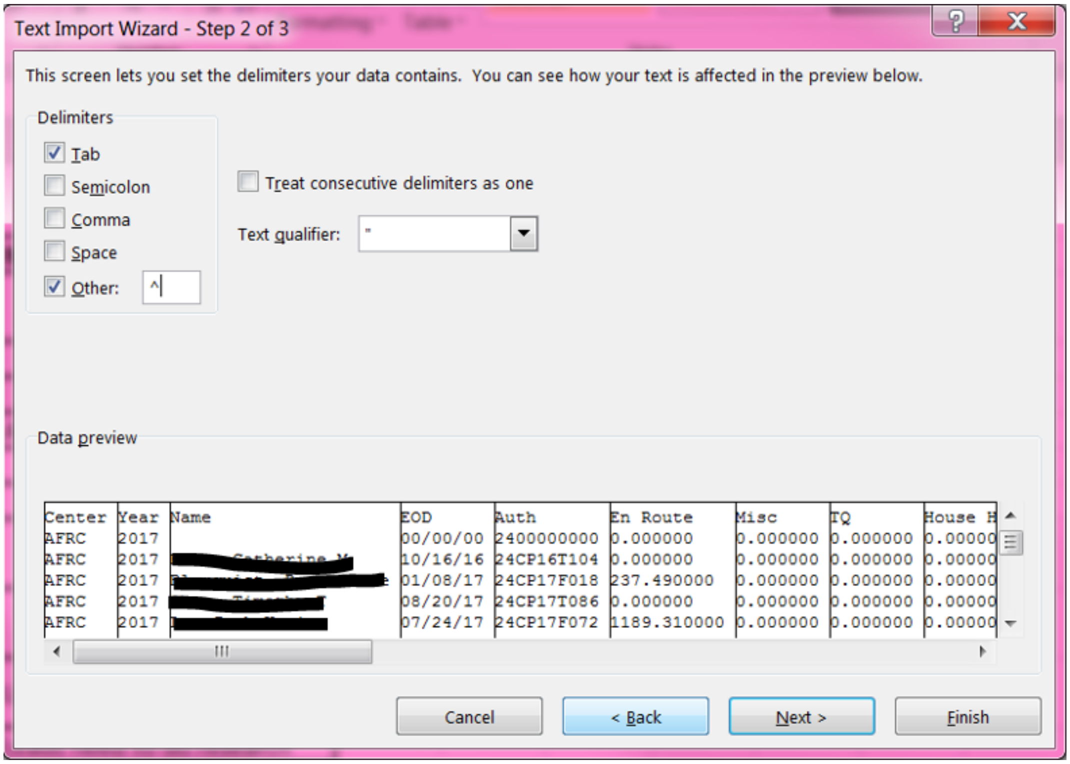
F. File/Open/change type to .txt



G. Find 4782_summary_report.txt

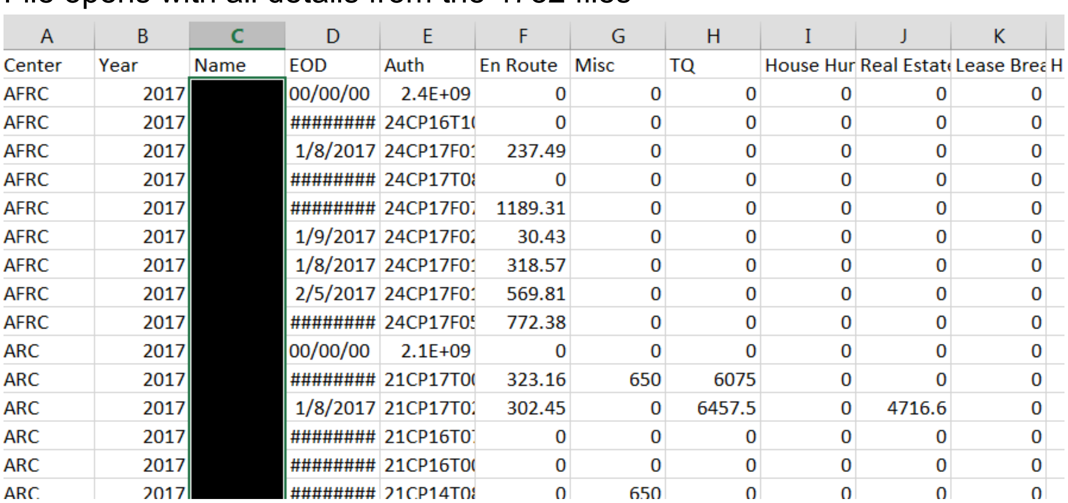


H. When you click open, walk thru process "Delimited" using the ^ (symbol over the 6 key) and finish\



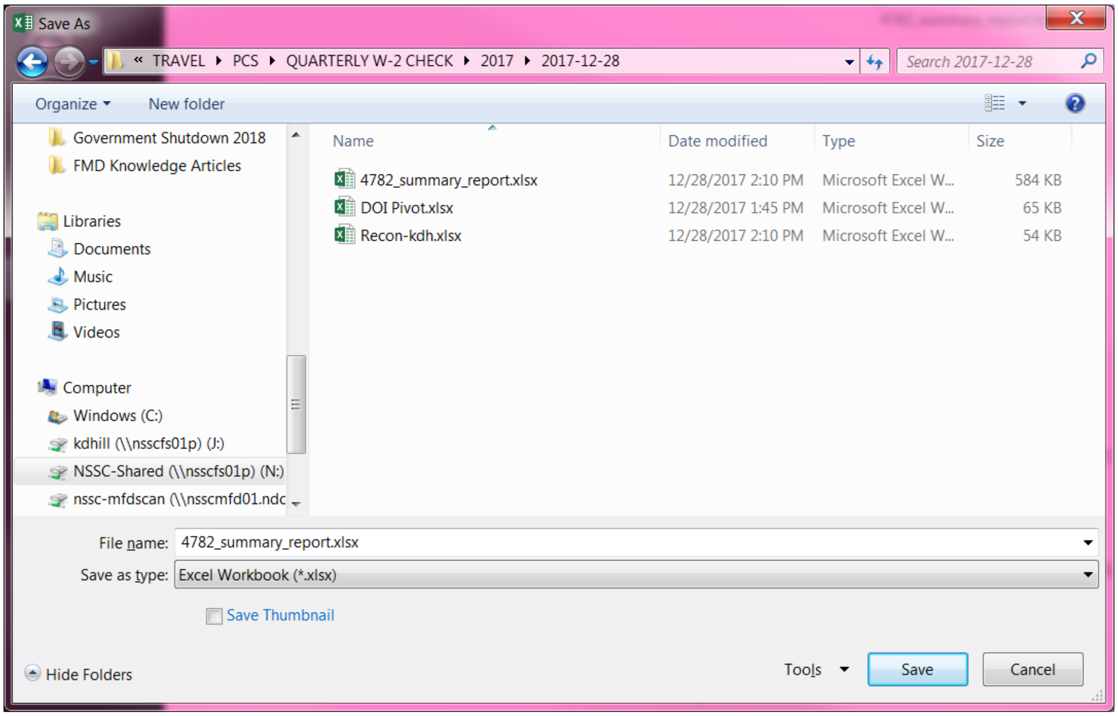
I. Click Finish

J. File opens with all details from the 4782 files



A	B	C	D	E	F	G	H	I	J	K
Center	Year	Name	EOD	Auth	En Route	Misc	TQ	House Hur	Real Estat	Lease Brea
AFRC	2017	[redacted]	00/00/00	2.4E+09	0	0	0	0	0	0
AFRC	2017		########	24CP16T1	0	0	0	0	0	0
AFRC	2017		1/8/2017	24CP17F0	237.49	0	0	0	0	0
AFRC	2017		########	24CP17T0	0	0	0	0	0	0
AFRC	2017		########	24CP17F0	1189.31	0	0	0	0	0
AFRC	2017		1/9/2017	24CP17F0	30.43	0	0	0	0	0
AFRC	2017		1/8/2017	24CP17F0	318.57	0	0	0	0	0
AFRC	2017		2/5/2017	24CP17F0	569.81	0	0	0	0	0
AFRC	2017		########	24CP17F0	772.38	0	0	0	0	0
ARC	2017		00/00/00	2.1E+09	0	0	0	0	0	0
ARC	2017		########	21CP17T0	323.16	650	6075	0	0	0
ARC	2017		1/8/2017	21CP17T0	302.45	0	6457.5	0	4716.6	0
ARC	2017		########	21CP16T0	0	0	0	0	0	0
ARC	2017		########	21CP16T0	0	0	0	0	0	0
ARC	2017		########	21CP14T0	0	650	0	0	0	0

K. Save as, change type to .xlsx and save in the Reconciliation file location



L. Check columns past the “State” column for any ‘added’ columns and move to the proper area, or delete if all are zeros.

M. Copy to new tab named “For Recon”

N. Filter by taxable. Remove anyone with zeros for both (these are travelers which only had non reportable payments such as entitlement counseling).

STEP 3. <u>Open moveLINQ - Run the Tax Report for ETDY-NASA</u>

A. Choose documents submitted in the current year

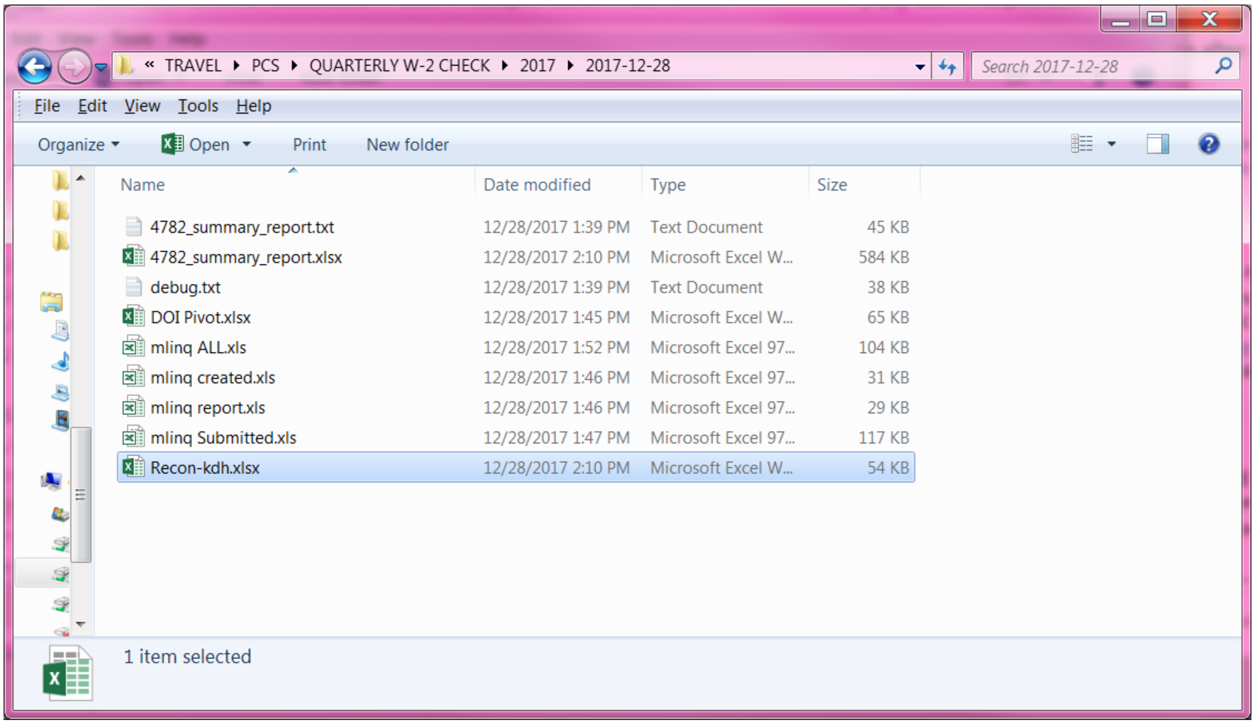
B. Format excel to unmerge and get data in proper columns

STEP 4. <u>Pull current Travel Tax document for the Pay Period being processed</u>

A. Save file down to recon location

B. Pull info to show taxable/non-taxable amounts by person

C. Sample files from a standard recon



STEP 5. <u>Compare Taxable/Non-Taxable amounts by person for all reports</u>

A. 4782 and moveLINQ docs should show a positive amount

Cent	So	Name	Taxable	Non-taxab
GRC	4782	[redacted]	3037.03	0
JSC	4782	[redacted]	178.5	622.7
HQ	4782	[redacted]	126551.08	125.8
MSFC	4782	[redacted]	127.5	257.55
GSFC	4782	[redacted]	54911.01	749.08
ARC	4782	[redacted]	8966.67	42.86
AFRC	4782	[redacted]	1963.05	0
ARC	4782	[redacted]	20568.89	264.2
GSFC	4782	[redacted]	11773.33	37.4
AFRC	4782	[redacted]	0	30.43
JSC	4782	[redacted]	0	36.1

B. moveLINQ

Employee	Taxable
[redacted]	9259.67
	22035.85
	89436.15
	36115.98
	48946.95
	17317.55
	19341.82
	86190.11
	19805.87
	7488.26
	5476.24
	8140.71

C. DOI and Travel Tax payroll doc should show a negative amount

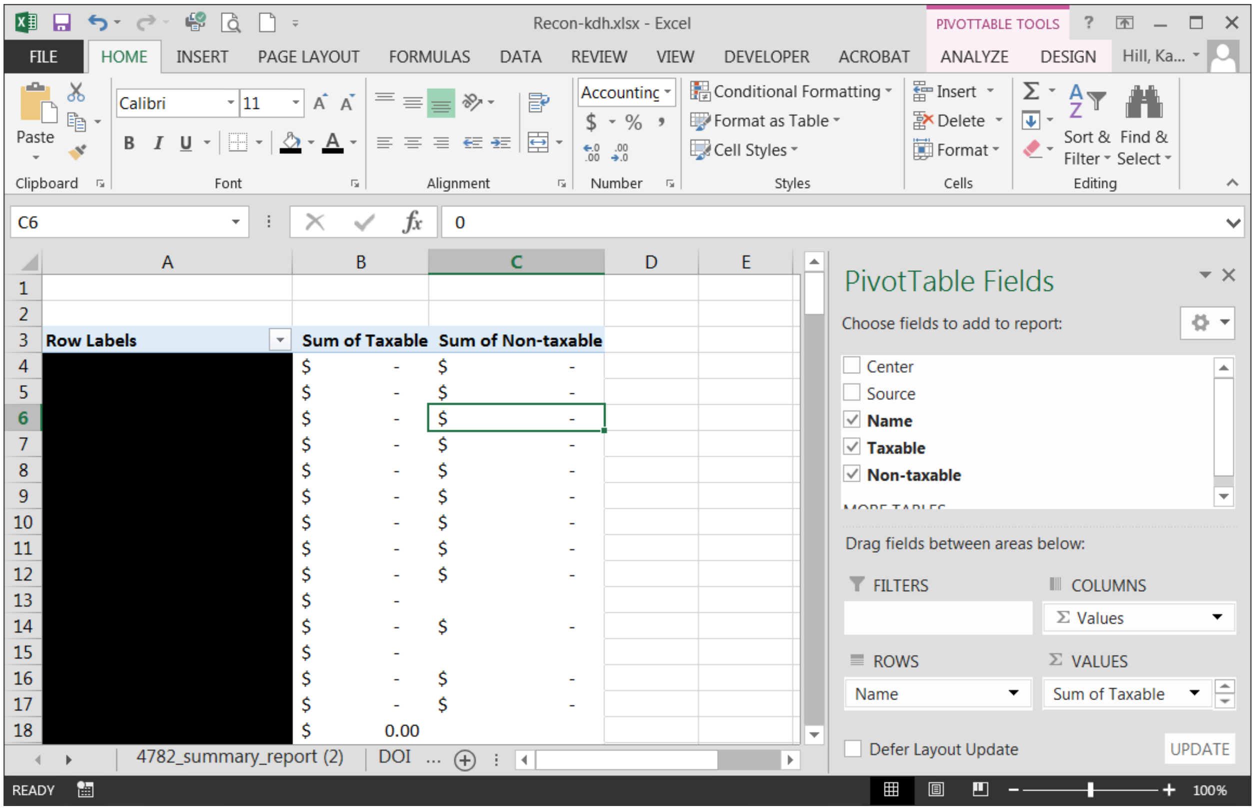
Traveler	33B	33A
[redacted]	$ (3,037.03)	
	$ (178.50)	$ (622.70)
	$ (126,551.08)	$ (125.80)
	$ (127.50)	$ (257.55)
	$ (54,911.01)	$ (749.08)
	$ (8,966.67)	$ (42.86)
	$ (1,963.05)	
	$ (20,568.89)	$ (264.20)
	$ (11,773.33)	$ (37.40)

D. Ensure all names are in the same format

E. Sort by name

Cent	So	Name	Taxable	Non-taxab
GRC	4782	[redacted]	3037.03	0
DOI	DOI		-3037.03	
JSC	4782		178.5	622.7
DOI	DOI		-178.5	-622.7
HQ	4782		126551.08	125.8
DOI	DOI		-126551.08	-125.8
DOI	DOI		-127.5	-257.55
MSFC	4782		127.5	257.55
DOI	DOI		-54911.01	-749.08
GSFC	4782		54911.01	749.08
DOI	DOI		-8966.67	-42.86

F. Create a Pivot Table to balance



G. If the subtotal is Zero, it balances. If there are difference it doesn't match

H. Research any outages.

1. Some may be timing issues (ready to upload to DOI)
2. Some may have been missed, if so, Travel Payroll POC should correct the oversight
3. Some may be payments held due to meeting FICA within the next pay period.
4. Make notes for all outages.
5. Get Travel Payroll POC to assist in research if needed
6. WMS record is then resolved.

STEP 6. **<u>NSSC Travel (SP-L2)</u>** – Create WMS ticket and assign to self. Category: COS Voucher", Subcategory – Special Requests and Assignment Group – FM-Change of Station L2. Annual e-mail is sent by January 31 following the year just completed.

A. Update year and any other necessary wording and send to CS for approval by 1/15

B. Go to N Drive, where 4782 files are housed (N:\TRAVEL\PCS\4782s).

C. Choose calendar year requiring action
D. Drill into each Center, and create a new folder called "sent"
E. E-mails are sent via the NSSC COS Travel Mailbox, with subject "2015 Change of Station Tax Information".

> The NSSC has reported taxable reimbursements for your Change of Station expenses in the calendar year 2015 for W-2 purposes. The attached spreadsheet includes payment details on your Change of Station reimbursements during calendar year 2015. **These amounts have been included in your NASA W-2 for 2015**.
>
> Taxable reimbursements impact your W-2 as follows:
> -The amount in the "Subj to Taxes" column has been included in Box 1
> -The amount in the "Fed W/h Tax" column has been included in Box 2
>
> This spreadsheet is for informational purposes only and provides the detail to support your W-2 reporting.
>
> If you have an amount in the "WTA" column (column E), you will be required to file a Relocation Income Tax (RIT) Allowance voucher for calendar year 2015. You will be notified in the March – May 2016 timeframe with details on how and when to file this required voucher.
>
> If you have any questions or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by email at nssc-contactcenter@nasa.gov.
>
> Thank you,
> NSSC Travel Office
> Web: http://www.nssc.nasa.gov/customerservice
> Fax: 1-866-779-6772
>
> *Please do not reply to this email. It was sent from an unmonitored mailbox.*

1. If e-mails are returned as undeliverable (this happens when the employee is no longer with NASA), look in EFC for the employee's personal e-mail.
2. Resend the e-mail to their personal e-mail address.

F. Once e-mail is sent, go back to the n drive, where the spreadsheets are, and move the spreadsheet file into the sent folder, for ease of tracking what has been sent and what still needs to be sent.
G. Upload all 4782s into TechDoc after annual e-mails are sent. Note: Do not delete from the N drive until after RITA season is concluded.
Output: Files are reconciled throughout the year, and files are sent to each traveler annually by 1/31 of the following calendar year and uploaded into TechDoc.
H. Resolve WMS record.

PROCESS 10 – REAL ESTATE ANALYSIS

The purpose of the analysis is to see if the methodology of estimating real estate is still valid.

Due Each October 31

STEP 1. **<u>NSSC Travel (SP-L2) –</u>** The Real Estate Analysis Report is run.

A. A ticket will automatically be created by WMS on the first Monday of the month of October each year.
B. Sign into SAP and go to ZET_PUR_DOWN_RPT
C. Select Clearing Date for 12 months – Enter funding year.

D. Execute – This report will take some time to run before it is available.
E. Export report into an Excel spreadsheet and save to N:\Travel\COS RELOCATION Assistance\Real Estate Analysis
F. Delete all documents not related to Sale or Purchase
G. Add a column (F) after Amount Open (E) and name it Amount Total less Amount Open
H. Filter to show zero in Column F, then delete those.
I. Add the following columns:
    1. Estimated Selling Price (column O)
    2. Actual Selling Price (column P)
    3. Estimated Closing Costs – Sale (Column Q)
    4. Allowed Closing Costs – Sale (Column R)
    5. Percent Allowed CC to Estimated CC for Sale: Add the equation (Allowed CC - Sale/Estimated Closing Costs – Sale, +R2/Q2) (Column S)
    6. Estimated Purchase Price (Column T)
    7. Actual Purchase Price (Column U)
    8. Estimated Closing Costs – Purchase (Column V)
    9. Allowed Closing Costs – Purchase (Column W)

10. Percent Allowed CC to Estimated CC for Purchase: Add the equation (Allowed CC - Purchase /Estimated Closing Costs – Purchase, +W2/V2) (Column X)

J. Sort by FC (400#) document and employee
K. Filter by Center
L. Go to employee's EFC File in TechDoc to get:
    1. The estimate Sale Price and estimate Purchase Price.
    2. The actual Sale Price and actual Purchase Price.
M. Fill in the appropriate fields in Excel spreadsheet.
    1. Total all Real Estate Estimates that had a Sale and/or Purchase.
    2. Total all Real Estate Actuals that had a Sale and/or Purchase.
N. Copy Analysis tab from a previous Real Estate Analysis.
    1. Fill in gray areas with totals of the estimates and actuals from each Center's spreadsheet. (Remember only the ones with actual Sale/Purchase vouchers should be included in the totals.)
O. Send analysis results to CS-L3 team for review and concurrence.

STEP 2. <u>NSSC Travel (CS-L3)</u>

A. Open the analysis spreadsheet results from SP-L2 which is saved in N:\TRAVEL\COS RELOCATION ASSISTANCE\REAL ESTATE ANALYSIS.
B. Save the spreadsheet with your initial and save it in the same folder as the SP-L2.
C. Re-run Step 1 A-E.
D. Validate data pulled by SAP matches data in spreadsheet.
E. Once completed, send to the designated CS L3 POC for his/her concurrence.
F. Save the analysis with your review using your initial and review.
   Output: Real Estate percentages are reviewed and updated if necessary.
G. Resolve WMS record.

PROCESS 11 – EXTERNAL AUDIT DOCUMENTATION PULL

STEP 1. **NSSC Travel (SP-L2)** – NSSC DI will receive in electronic format and forward via WMS to NSSC Travel POC

STEP 2. **To obtain information on the External Audit Documentation Pull and Request for Extension, access the link to** Financial Management Services Division / Internal Review Work Instructions and Procedures, Document # NSPWI-9000-0003 or copy and paste the URL into your web browser: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2087212&rev=$latest

STEP 3. **Once completed the WMS record is resolved**.

PROCESS 12 – COS WEBPAGE UPDATING

Refer to SIC NSWI-1450-0003, NSSC Web Work Instructions.
Note: Travel's COS Web site: https://www.nssc.nasa.gov/changeofstation.
This task is completed monthly.

STEP 1. **NSSC Travel (SP-L2)** – Web site content is to be reviewed monthly and updated as needed.

A. If an update is found by SP, continue to Step 2.

STEP 2. **NSSC Travel (SP-L2)** – Create a WMS record

A. Short Description: NSSC – NSSC Public – Operation – UPDATE NSSC TRAVEL CHANGE OF STATION WEB SITE
B. Description: UPDATE NSSC TRAVEL CHANGE OF STATION WEB SITE
C. Category: COS Voucher
D. Subcategory: Special Request
E. In Attachments tab attach documentation showing what changes are needs to be done.
F. Task will be routed to CS-L3 with all appropriate information for review and approval.

STEP 3. **NSSC Travel (CS-L3)** – Review/approve and route task back to L2.

STEP 4. **NSSC Travel (SP-L2)** – FAQs Updates

A. Receive a current Frequently Asked Question (FAQ) report each month from the L3.
B. Review FAQs
C. If change is required, follow the procedures outlined in NSWI-1450-0003.
D. Task routed to CS-L3 with all appropriate information for review and approval.

STEP 5. **NSSC Travel (CS-L3)** Review/approve and route task back to L2.

STEP 6. **NSSC Travel (SP-L2) – follow NSSDG-9700-0001 (Domestic-Foreign) Process 14.**

STEP 7. **Resolve WMS record.**

PROCESS 13 – MOVELINQ ADMINISTRATIVE FUNCTIONS

STEP 1. **NSSC Travel (SP-L2)** – Add Accounting parts:

A. Login to the moveLINQ Test/Production environment.
B. Choose <Default Organization>.
C. Click Submit.
D. Select Admin.
E. Select Accounting Parts.
F. Select Parts.
G. Select the appropriate accounting part from the drop down.
H. Input information provided by the Center in the text field.
I. Click Add.

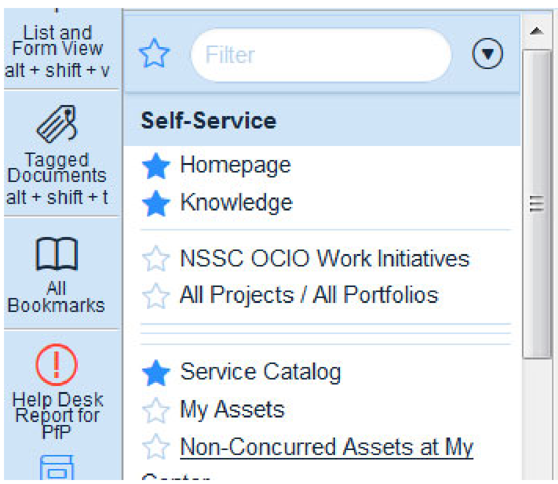
STEP 2. **NSSC Travel (SP-L2)** – Add a New User Account

A. L3 Receives approved NAMS request and creates WMS ticket for L2 action.
B. Login to the moveLINQ Test/Production environment.
C. Choose <Default Organization>.
D. Click Submit.
E. Select Admin.
F. Select Setup.
G. Select Users.
H. Click Add (bottom right hand corner).
I. Complete the following fields:
   1. User ID: Use the user's Agency ID (example: bfortenb, khill)
   2. Name: User's full name
   3. E-mail address: User's e-mail address
   4. Role:
      a) SP staff are Users
      b) Managers are Management
      c) CS-L3 and specified L2 staff are Admins
   5. Default Password: Nssc1234!
   6. Confirm Password: Nssc1234!
J. Click Save User.
K. E-mail ID and default password to new user. (The user will be prompted to change password upon initial login.)

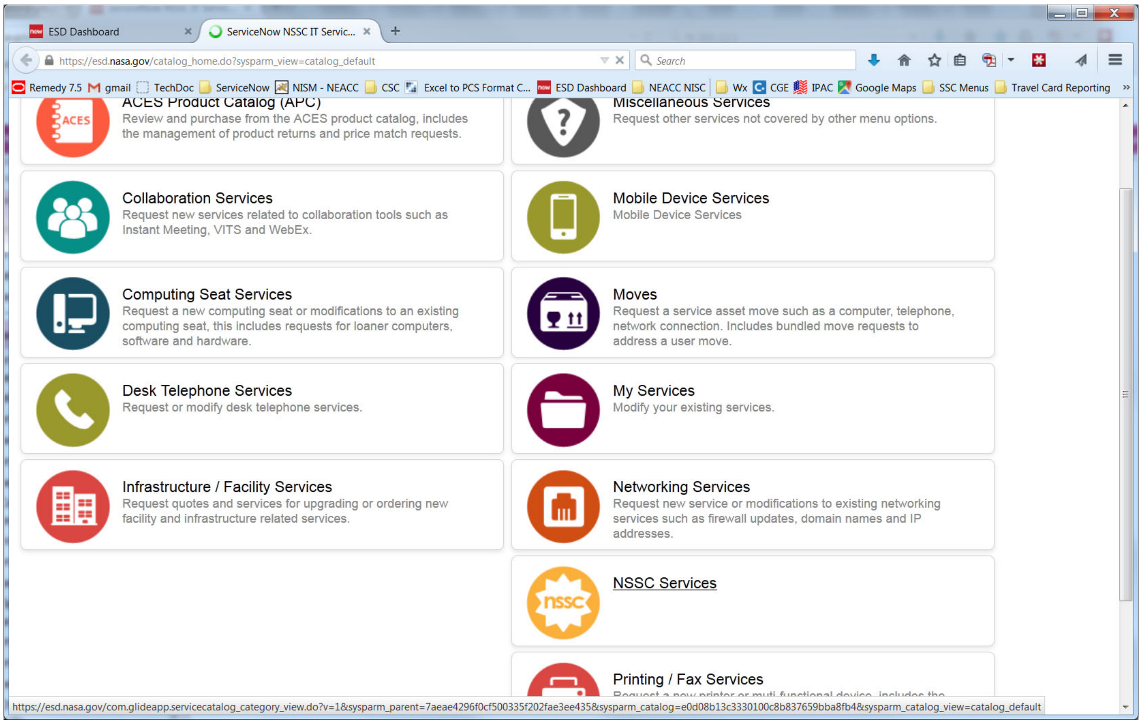
STEP 3. <u>**NSSC Travel (SP-L2)**</u> – Receive WMS ticket. Load CONUS/OCONUS Per Diem Rates

A. Rate files will be e-mailed from moveLINQ.
B. Click the first hyperlink provided in the e-mail to download the rate file.
C. Enter username and password to access the file system. (Note: Username and password will be provided by trainer.)
D. Click the link to the appropriate rate file.
E. Click Save as to save the compressed zip file in a designated area for later retrieval. (Note: Do not change or edit the name of the file)
F. Create work ticket (Purpose: To send service request to IT to load in TEST)
   1. Access the NSSC ESD website (https://esd.nasa.gov/esd/dashboard#) to create a new request.

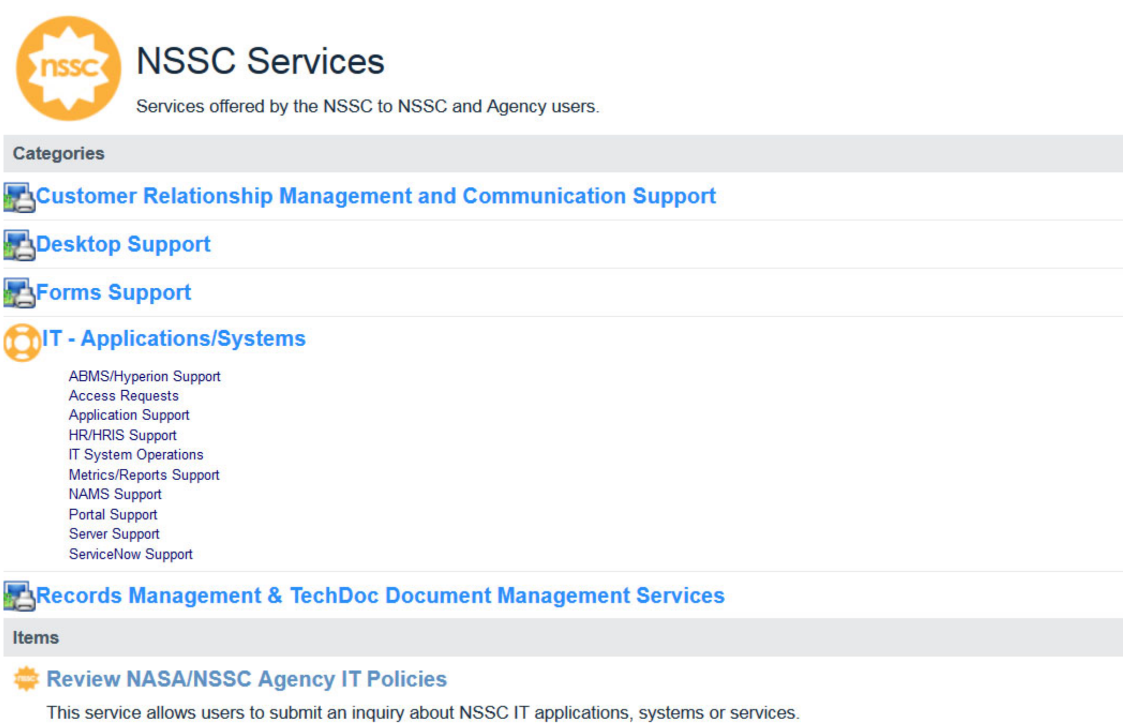
      a) Choose Service Catalog on left side of screen



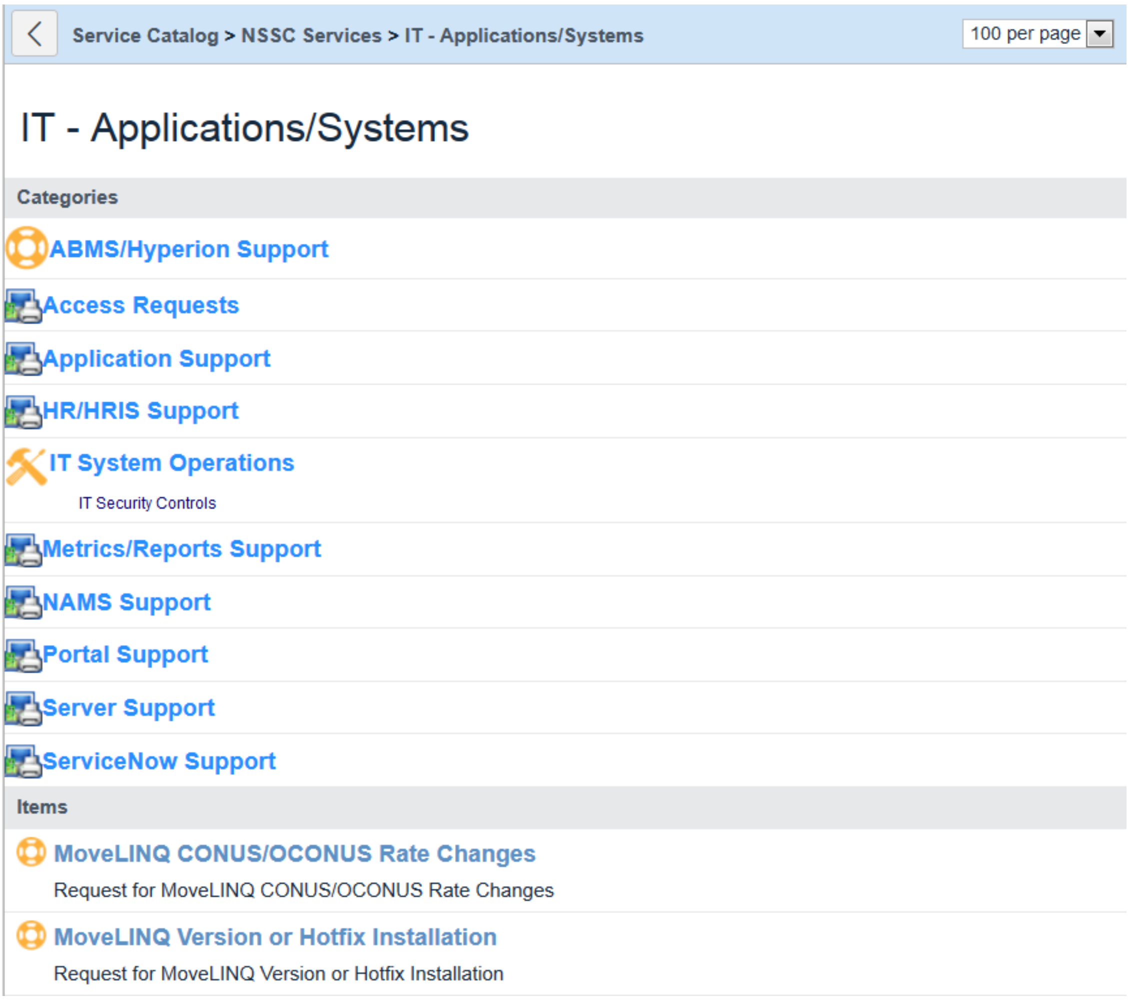
b) Choose NSSC Services



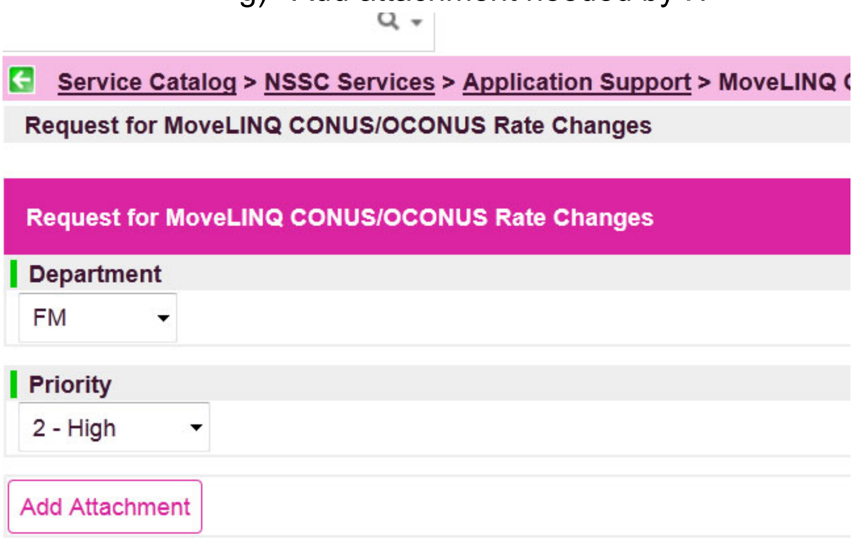
c) Choose IT-Applications/Systems



d) Choose MoveLINQ CONUS/OCONUS Rate Changes



e) Choose in Department (FM)
f) Choose Priority (Moderate)
g) Add attachment needed by IT



i. Notes: (EXAMPLE) Please load the AUG 2014 OCONUS rates in test. See attached zip file for installation instructions. Expected Due Date: 8/01/2014.
IMPORTANT - Please notify the CS L3 prior to installation to verify all users have logged off prior to installation as required by the instructions. POC: Linh Lam| | linh.x.lam@nasa.gov | 228-813-6183.
ii. A ticket number will be assigned to this request.

2. Send e-mail Notification to Information Technology (IT) (see wording in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022684&gen=$latest)
   a) E-mail IT and the Configuration Management Team to inform them of the ticket created to load new rates in test.
   b) IT will contact you via e-mail to coordinate a time to load the new rates in test.
   c) After coordinating a scheduled time to load new rates, notify the COS CS-L3/SP-L2 team to log out of the test environment at the scheduled time.

d) IT loads file into Test and will notify you upon completion.

3. Load New Rates
   a) Log into moveLINQ Test to load new rates.
   b) Select <Default Organization>
   c) Click Submit
   d) Click Admin – Load Rates – OCONUS (or CONUS)
   e) Check the box for Include Military Locations?
   f) In the File Name field, enter the name of the zip file (plus file extension) attached to the ticket. (Example: **Rates\OConusAug2014.xml**)
   g) Click the Load Rates hyperlink.
   h) You will receive a confirmation message: **Rates file has been processed.**
4. Test New Rates
   a) Return to the original moveLINQ e-mail and access the 2nd hyperlink (pdf file).
   b) In moveLINQ, select Admin – Rates – Per Diem Info.
   c) Choose a Country from the pdf file provided by moveLINQ.
   d) In moveLINQ, select the country under the Country drop down menu
   e) Locate one of the cities listed under the country chosen on the pdf provided.
   f) Click Rates.
   g) The per diem rate will display at the bottom of the screen.
   h) Check last updated date and time to ensure the rates loaded.
   i) Once this has been verified, contact IT to load into Production by replying to the last correspondence.
   j) When IT completes the rate load into Production, repeat the steps for Load New Rates and Test New Rates in Production.
   k) When rates have been successfully loaded into Production, inform IT of successful load and notify the COS CS-L3/SP-L2 team it is OK to log back into Test/Production.
   l) Resolve WMS record.

STEP 4. **<u>NSSC Travel (SP-L2)</u>** – Receive WMS ticket. Load New Version/Hot Fix Files

A. File Retrieval

1. Receive e-mail notification from moveLINQ.
2. Open Attachment.
3. Review bug fixes and/or enhancements listed to ensure moveLINQ is not making updates to the system the NSSC would not agree with. Also, review bug fixes to ensure all past errors are being corrected.
4. Click the hyperlink provided in the e-mail to download the file.
5. Enter shared username and password provided to access the file system.
6. Click the link to the appropriate file.
7. Click Save as to save the compressed zip file in a designated area for later retrieval. (Note: Do not change or edit the name of the file.)
    a) Save File.
8. Schedule a meeting with Travel L3 to discuss bug fixes/new features. Once approved by L3, proceed with next step.
9. Create ESD Request ticket (See Step 3 above) except choose moveLINQ Version or Hotfix Installation
    a) Notes: (EXAMPLE) Request to install moveLINQ version 7.0 into test. See attached zip file for installation instructions. Expected Due Date: 03/24/2014. Please notify the CS L3.
    b) A ticket number will be assigned to this request.
10. Send E-mail Notification to IT (See wording in TechDoc here: https://dm.nssc.nasa.gov/servlet/dm.web.Fetch?did=2022684&gen=$latest)
    a) E-mail IT and the Configuration Management Team to inform them of the ticket created to load new version/hot fix in test. IT will contact you via e-mail to coordinate a time to load the new version/hot fix in test.
    b) After coordinating a scheduled time to load new version/hot fix, notify the COS CS-L3/SP-L2 team to log out of the test environment at the scheduled time.
    c) IT loads file into test and will notify you upon completion.
    d) SP-L2 to test new version/hot fix according to test plan.
11. Test New Version/Hot FIX
    a) Complete testing of Hot Fix once loaded into the test environment:
        i. Open the moveLINQ Hot Fix test plan on the N Drive (N:\TRAVEL\COS RELOCATION ASSISTANCE\moveLINQ).

ii. Resave copy as Hot Fix number being tested. (Example: 5.3 HF5 Test Plan)

iii. Open 2nd and 3rd tabs of spreadsheet and update the bug fixes and enhancements in spreadsheet.

iv. E-mail COS SP-L2 team the Hot Fix has been loaded into the test environment and include the Release notes in the e-mail.

v. COS SP-L2s and CS-L3s test their parts of the process.

vi. Complete testing of each scenario listed in spreadsheet and document completion with initials, date and any comments.

b) Log all errors/issues. (See next section, To Document Errors/Findings with moveLINQ)

c) When testing is complete, SP-L2 to e-mail CS-L3 team testing is complete.

i. CS-L3 to review test plan for any reported errors and submit errors to moveLINQ. CS-L3 contacts moveLINQ Product Manager to coordinate corrective actions/fixes with IT.

d) Get approval from Travel Lead or designated CS L3 POC to push into Production once testing is complete

e) Notify IT to push load into Production

B. IT loads File into Production. This completes the load into Production.

1. Document errors.

C. Once testing is complete resolve the WMS ticket.

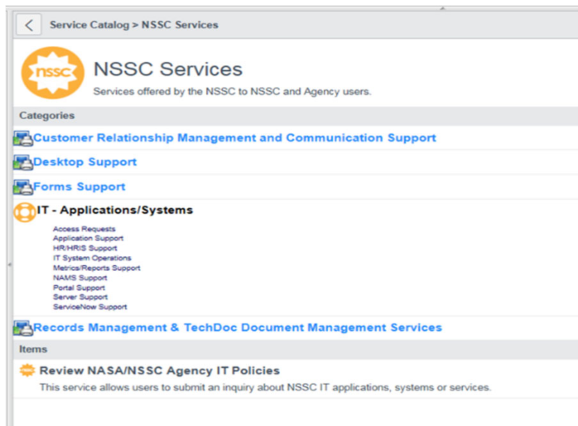
STEP 5. <u>NSSC Travel (SP-L2)-</u> For each scripts/data request Mike Wong sends, must be created as a SR (Service Request)

A. Go to ServiceNow:

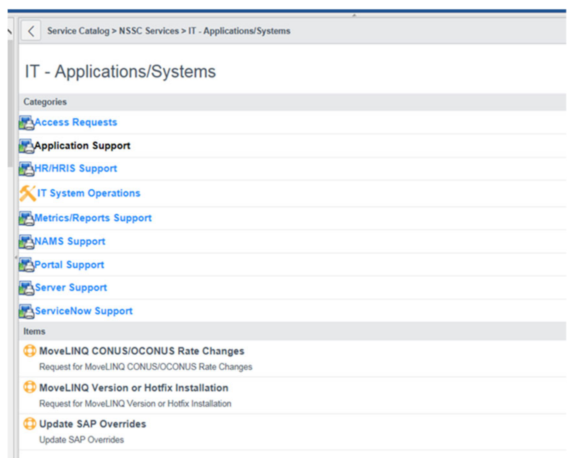
D. Click on Service Catalog

E. Click on NSSC Services

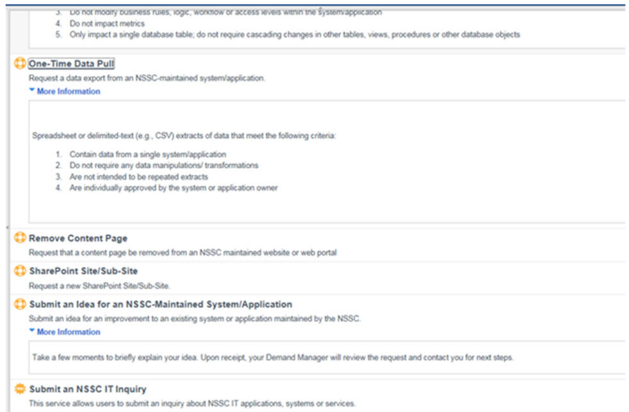
F. Click on IT-Applications/Systems



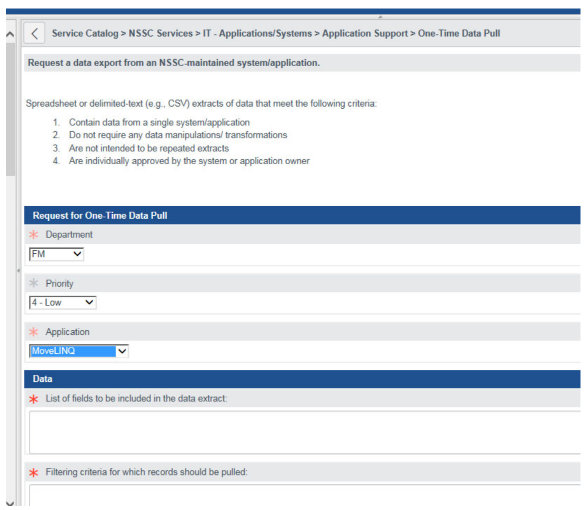
G. Click on Application Support



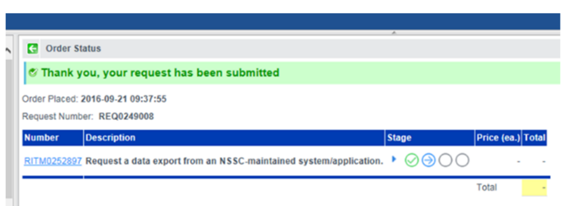
H. Click on One-Time Data Pull



I. Fill in the information and attached the e-mail if prefer



J. Once this is submitted send an e-mail to CS Travel Lead to approve and DBA.



K. Once DBA send the data pull result (this will be in the SR or/and they will send the result as an attachment in an e-mail. Send the result to Mike Wong and cc the CS.

STEP 6. **<u>NSSC Travel (SP-L2)</u>** – Reset/Change a Password

A. Login to the moveLINQ Test/Production environment.

B. Choose <Default Organization>.

C. Click Submit.
D. Select Admin.
E. Select Setup.
F. Select Users.
G. Locate the user in the list.
H. Click the reset button in the reset pwd column.
I. Complete the following fields:
J. Default Password: Nssc1234!
K. Confirm Password: Nssc1234!
L. E-mail new default password to new user. (The user will be prompted to change password upon initial login.)

STEP 7. **NSSC Travel (SP-L2)** – Unlock A User’s Account

A. Login to the moveLINQ Test or Production environment.
B. Choose <Default Organization>.
C. Click Submit.
D. Select Admin.
E. Select Setup.
F. Select Users.
G. Locate the user in the list.
H. Locate the unlock button in the unlock column.
I. Click unlock.
J. Notify user they have been unlocked.

STEP 8. **NSSC Travel (SP-L2)** – Report mLINQ technical system issues/errors.

A. NSSC Travel (SP-L2) reports all technical mLINQ issues/errors to the SP Travel Lead and cc’s CS Travel mLINQ POC.
B. NSSC SP Travel Lead approves creation of ServiceNow ticket to report issue to NSSC IT.
C. NSSC Travel SP sends an e-mail to mLINQ POC (Mike Wong) and cc’s CS Travel mLINQ POC with details of the issue/error and includes the ServiceNow ticket number created.
D. NSSC Travel SP supports NSSC IT and mLINQ POC to troubleshoot/resolve the issue.
E. NSSC Travel SP should copy the CS Travel mLINQ POC on all correspondence for oversight, guidance (if applicable) and approvals (as needed).

PROCESS 14 – ANNUAL RITA TASKS

Refer to 41 CFR 302-17 for regulations governing reimbursement for RITA.

STEP 1. **NSSC Travel (CS-L3)** – Submit a request to order the State Tax Handbook for the new calendar year by the first week in December.

A. The State Tax Handbook authored by Wolters Kluwer Editorial Staff needed for the calculation of RITA/ETTRA vouchers should be requested by the first week in December. This action is completed by contacting Procurement to identify a Purchase Card holder who is able to order the book for Travel.

STEP 2. **NSSC Travel (SP-L2)** – January of each year, compile list of travelers who received WTA in the previous calendar year:

A. Run 4782 report from WMS
B. Sort by the WTA column
C. Remove those with Zero WTA
D. Sort by Name
E. Add to RITA Master list to track those who must file RITA vouchers

STEP 3. **NSSC Travel (SP-L2)** – The WMS system will automatically update the standard annual e-mails (See Appendix F and Appendix K for samples):

A. Update Appendix F email template
   1. NSSC Updates e-mail wording to send to Travelers who received WTA during the previous calendar year.
B. Update Appendix K email template
   1. NSSC updates e-mail wording to send to Travelers which provides the due date for the RITA to be filed before a request for repayment is submitted. The WMS will send the first notification out on 03/15 to let the travelers know they must voucher by 04/30.
C. E-mail templates are sent to Travel CS for approval.
D. Once approved, wording is sent to the Contact Center for Knowledge Article updates, as required.

STEP 4. **NSSC Travel (SP-L2)** – WMS notifies travelers of required RITA submission.

A. The WMS creates a tickler ticket for each traveler who needs to file a RITA voucher.
B. WMS sends out the approved e-mail (from Step 2) to the required travelers.

Note: This is to be completed in April. By this time, GSA tax tables are updated, and moveLINQ software is ready to process them.

C. Once the traveler sends in their RITA information, a new WMS ticket will be automatically created. At that time, the WMS tickler ticket use for tracking will be closed.

STEP 5. **NSSC Travel (SP-L2) –** If a RITA voucher has not been filed by the due date assigned in the first email, send standard second email. (See Appendix K for second e-mail sample).

A. Open WMS ticket created in Step 3.
B. The WMS will send the standard second email out to the Travelers, as needed on 05/01.
C. Update work notes to include standard second email (see Appendix K for sample).
D. The WMS tickler ticket remains open to continue tracking of RITA voucher submission.
E. Once the traveler sends in their RITA information, a new WMS ticket will be automatically created. At that time, this WMS ticket use for tracking can be closed.
F. If a RITA voucher has not been filed by the due date assigned in the second email, a BOC will need to be processed the following business day. See Step 5.

NOTE: If a Traveler has filed an extension, the Traveler should contact the NSSC and the extension is noted on the RITA Master spreadsheet, and the open tracking WMS ticket.

STEP 6. **NSSC Travel (SP-L2)** – Create BOC's the following business day after the due date in the standard second email (Appendix K).

A. If the traveler is on the VIP list, a WMS task is sent to Travel CS-L3 for review and approval prior to issuing the BOC.

B. If Traveler is not a VIP, then the BOC is processed. (See Process 20).

STEP 7. **NSSC Travel (SP-L2)** – Process RITA Voucher.

A. For steps on processing a RITA voucher, see Process 2, Step 5, Item 12.

STEP 8. **NSSC Travel (CS-L3)** – Review RITA Voucher.

A. In WMS, open the RITA task assigned to you by Travel SP-L2.
   1. Scroll down the task and click the All Attachments tab.
   2. Open the RITA voucher. The voucher file should include the following:
      a) Voucher Review Checklist.
      b) Form FB60 (2 pages) [Note: Will not be included if you have a zero voucher.]
      c) Final Voucher Flag [Note: This document is only included when the final voucher for a G/L code has been submitted.]
      d) OF 1012 (signed by traveler, unless signed by a family member who has legal authority to do so, i.e., Power of Attorney or in death, Executor of Estate).
      e) RITA mLINQ voucher (1 page).
      f) Calculations back-up worksheet (completed by SP).
      g) Nf1842, Statement of Income and Tax Filing Status (signed by the traveler and spouse, if spousal income is included).
      h) 4782 Spreadsheet (lists vouchers paid for the RITA year)
      i) Permanent Change of Station Worksheet – Verification of Retirement Plan.
      j) SAP screenshots to include FC document, Consumption history, and Bank account info.
      k) Current FPPS screenshots to include Bank account info and State tax info.

B. Log into SAP and verify all the information on the FB60 using T-code FMZ3.

C. Log into TechDoc and access the EFC for the traveler to verify the voucher amounts listed on the 4782 spreadsheet. The TechDoc locations of the EFCs are as follows:
   1. COS: /FM/Travel/COS-Vouchers
   2. ETDY: /FM/Travel/DOM/EXT_TDY

D. Use the RITA calculation worksheet to calculate and validate the RITA claim.
   1. Part 1, Step 1, use the tax table for Federal Tax Year to input the marginal tax rate in cell J6 of the worksheet. In order to figure out the correct tax rate, you must use the total income reported on the NF1842 and the filing status.

2. Part 1, Step 3, input the state abbreviation in cell G9. This could be more than one state. If this is the case, you would enter it such as AL/MS. To complete cell J9 for 2 states, add both state tax rates together and divide by 2. Insert the calculated tax rate in cell J9.
3. Part 1, Step 5, input locality tax rate. [NOTE: This step only applies to states Maryland and Ohio.] Here are the sites to access local tax rate tables for each state:
    a) MD - http://taxes.marylandtaxes.com/Individual_Taxes/Individual_Tax_Types/Income_Tax/Tax_Information/Tax_Rates/Local_and_County_Tax_Rates.shtml
    b) OH - https://www.tax.ohio.gov/municipalities/municipal_income_tax_forms.aspx
4. Part 2
    a) Enter voucher amounts from the Form 4782 into the WORKSHEET area. The formula in this worksheet will auto-populate Steps 3 and 5.
5. Part 2, Step 9a, cell F30, enter state from FPPS screenshot.
6. Part 2, Step 15, your net payment due to employee should agree with the SP RITA calculation worksheet and block 14k of the mLINQ voucher.

E. Verify retirement plan against FPPS screenshot. (Note: Retirement plan affects whether or not FICA is withheld.)

F. Verify the traveler has not reached the FICA limit. (Note: Check this on the Permanent Change of Station Worksheet.)

G. Verify funding in SAP (T-code FMZ3).
1. Verify there are enough funds available on lines 1284 and 1246 to cover full cost of the voucher to include taxes. (Note: Must have enough to cover the total amounts for each G/L code as listed on mLINQ voucher blocks 16c-d.)
2. If enough funds are not available, proceed with the following:
    a) Add the amount of funds needed.
    b) If you received a budget exceeded message, request funds needed from the Center via e-mail.
    c) Place the voucher in a Pending status until funds are available for payment.
    d) Proceed when funds are made available by the Center.

H. After all information has been verified and funding is available, proceed with signing the voucher packet:
   1. Initial and date the Voucher Checklist on the line marked IG Initials
   2. On the Voucher Checklist, “x” the following boxes:
      a) Name
      b) Travel Dates
      c) Obligation Verification
   3. Final Flag – Digitally sign (if applicable) the line for Government Auditor Concurrence to Set to Complete
   4. OF 1012 – Digitally sign block 14
   5. MLINQ voucher – Digitally sign block 18b.

I. To complete, print document to Adobe (add your initials at the end of the document name.)

J. Go to WMS COS Voucher tab. On the Voucher Status dropdown, select Voucher Approved. Scroll to the bottom and click on the FRT and you will be returned to the task.

K. Attach the signed voucher package to the task and remove the SP version.

L. Change Status to Work in Progress.

M. Change Assignment Group to L2, Change Assigned to (SP who sent the task to you).

N. Enter Voucher approved in Work Notes.

O. Click Update.

PROCESS 15 – MONTHLY CBA RECONCILIATION

STEP 1. **NSSC Travel (CS-L3)** – Receives USBank monthly statement.

A. Receive statement via email from Internal Controls SP staff
B. Create WMS ticket and attach pdf copy of the statement.
C. Route ticket to SP-L2.

STEP 2. **NSSC Travel (SP-L2)** – Receive record created above by L3.

A. Login to TechDoc.
   1. Click Advance Search.
      a) Click New Keyword drop down arrow.
      b) Select Last Name.
      c) Click Add.
      d) Type in employee's last name.
      e) Click OK.
      f) Open the EFC file for the employee listed on the statement. Note: If you cannot locate a name on the statement, try the last name of the next individual. The name may not be in TechDoc because it is a dependent or spouse of the employee.
      g) Review the EFC file to verify entitlements and travel estimates for a commercial flight (i.e., En Route or HHT).
      h) Verify dependents are authorized to travel commercial flights. (i.e., En Route – entire family or HHT trip – spouse).
      i) Review SAP estimate.
      j) Review voucher (if previously submitted).
B. Write the FC Document number next to each corresponding line item on your copy of the statement (i.e., employee and all dependents).
C. Login to SAP.
   1. Enter t-code FMZ3.
   2. Verify total amount is available on G/L code 2123 by selecting the corresponding line and clicking Consumption. Note: If the total amount needed is not available, send a request via e-mail to CS-L3 to add additional funds once it has been research if the traveler will owe additional funds.
D. Write the line item number from SAP next to the FC Document number for each corresponding line item on your copy of the statement.

E. When verification of each statement line item is complete, complete the CBA spreadsheet using the funding information in SAP for each FC Document number and the referenced line item number for each corresponding line item amount listed on the statement.
F. Template can be found here: N:\TRAVEL\COS RELOCATION ASSISTANCE\SATO DOCUMENTS\CBA Reconciliation.
G. Save the spreadsheet as CBA spreadsheet-(Month) (Year) bill at same location as template file
H. Add SAP screenshots to “funding” tab on spreadsheet to show funds were available when reconciled.
I. Verify the total sum amount on the CBA spreadsheet matches the total amount due on the JP Morgan statement.
J. Attach spreadsheet to record and route task to designated CS L3 POC for approval
K. Send notification e-mail to the designated CS L3 POC with the total amount to be certified for payment and the CBA spreadsheet attached.
L. Update Taxable Airfare Check spreadsheet located on the N drive: N:\TRAVEL\COS RELOCATION ASSISTANCE\SATO DOCUMENTS\CBA Reconciliation\Taxable Airfare Check. Every month check the status of Travelers on the spreadsheet. If a traveler has not vouchered by next CBA statement (30 days), the SP will reach out to the traveler to remind them to voucher. If a traveler still has not voucher by third billing (60 days), a BOC will be issued to the traveler.

STEP 3. **<u>NSSC Travel (CS-L3)</u>** – Receive WMS ticket from L2 for approval and payment.

A. Designated CS L3 POC will review and approve the invoice.
   1. Check to ensure spreadsheet attached balances to amount due on statement.
   2. Check funding screenshots included in the spreadsheet to ensure there is adequate funding available to process the payment.
   3. If all is valid, continue next step, otherwise return to L2 for corrections.
B. Route task to AP by changing the Category to Accounts Payable and the Subcategory to Accounts Payable.
C. WMS ticket is resolved once the ticket is completed.

PROCESS 16 – VOUCHER CORRECTIONS WITHIN +/- $75 THRESHOLD

STEP 1. **NSSC – (SP-L2)** Create WMS ticket to review voucher and determine if voucher has an error that results in an over payment or underpayment to traveler.

STEP 2. **NSSC – (SP-L2)** Determines the total amount claimed is an overpayment of $75 or less.

1. If amount is an overpayment to the traveler for $75 or less, make a comment on the voucher and save to the Travelers EFC.

STEP 3. **NSSC – (SP-L2)** Determine the total amount claimed is an underpayment of $75 or less.

1. If amount is an underpayment to the traveler for $75 or less, make a comment on the voucher and save to the Travelers EFC.
2. BOC not required for amount less than $75.

STEP 4. **NSSC – (SP-L2)** Resolve WMS ticket.

PROCESS 17 – THIRD PARTY CONTRACTOR INVOICING

This task is completed monthly.

STEP 1. **NSSC Travel (L2)** – Receive Invoice from Vendor.

A. Receive automated e-mail for "Monthly Invoices" via submission by Secure File Transport Protocol (SFTP)

B. Download all Excel and PDF documents for the month from SFTP. Each bill type should have one Excel and one PDF, if an invoice is being submitted. Invoice types include Property Management (PM), Entitlement Counseling (EC), Household Goods and Storage (HHG) and Government Home Sale (GHS).

1. Steps to log into Box, the SFTP:
    - a) Go to the link https://nasagov.app.box.com/folder/0
    - b) Navigate to folder "Receive/Monthly_Invoices" This will display all invoices.
    - c) Download one Excel and one PDF for each current billing type, based on current invoice submission date.
        - i. Typical naming schema has an HHG for the Household Goods and Storage submissions, ENT denotes billing for the Entitlement Counseling submissions, PM denotes billing for the Property Management submission and GHS denotes submissions for Government Home Sale.
        - ii. Current files usually sort to the top of the file folder, if set by date sort.

C. Save Relocation Contractor electronic file to computer for both Excel and PDF.

1. PM naming method: MMM YYYY PM INVOICE Original
2. GHS naming method: MMM YYYY GHS INVOICE Original
3. HHG naming method: MMM YYYY HHG INVOICE Original
4. EC naming method: MMM YYYY EC INVOICE Original

D. Create a WMS record for each type of invoice. Create task and attach both billing files for each type of invoice. This should consist of one Excel and one PDF. Task with documentation should be routed to SP-L2 for review action covered under Step 2. (See FMC0083114 as an example)

E. Sign into WMS to create a ticket.

1. Requestor Name: Is your name.
2. Short Description should read:

   a) PM Invoice: Property Management Services Invoice MMM YYYY - {CONTRACTOR NAME}
   b) GHS Invoice: Government Home Sale Services Invoice MMM YYYY - {CONTRACTOR NAME}
   c) HHG Invoice: Household Goods and Storage Invoice MMM YYYY – {CONTRACTOR NAME}
   d) EC Invoice: Entitlement Counseling Services Invoice MMM YYYY - {CONTRACTOR NAME}
3. Description should read:
   a) PM Invoice: Property Management Services ICO: (list of last names being billed)
   b) GHS Invoice: Government Home Sale Services ICO: (list of last names being billed)
   c) HHG Invoice: Household Goods and Storage ICO: (list of last names being billed)
   d) EC Invoice: Entitlement Counseling Services ICO: (list of names being billed)
4. Category: COS RELOCATION
5. Subcategory: {CONTRACTOR NAME}
6. Assigned Group: FM – CHANGE OF STATION L2
7. On the Attachments tab: Add appropriate Contractor’s Excel and PDF.
8. In Work Notes Section type:
   a) PM Invoice: Property Management Services Invoice MMM YYY - {CONTRACTOR NAME}
   b) GHS Invoice: Government Home Sale Services Invoice MMM YYY - {CONTRACTOR NAME}
   c) HHG Invoice: Household Goods and Storage Invoice MMM YYY - {CONTRACTOR NAME}
   d) EC Invoice: Entitlement Counseling Services Invoice MMM YYY - {CONTRACTOR NAME}
9. Assign to Travel – COS SP-L2.

F. Create e-mail notification to NSSC-Accounts Payable for each type of invoice received. If the file being attached is greater than 15MB then you must utilize the NASA Secure File Transport Protocol (SFTP) and send to Document Imaging for upload to Accounts Payable.
   1. Steps to log into the NASA SFTP LFT, if applicable: (https://transfer.ndc.nasa.gov/courier/web/1000@/wmLogin.html)

a) Click “Login via Launchpad” and utilize your “Smart Card Login” Credentials.

Note: The link for the NASA SFTP LFT is https://transfer.ndc.nasa.gov/courier/web/1000@/wmLogin.html .

b) Click “Send File” tab.

c) In “To:” field populate Byrd, Wendy L wendy.l.byrd@nasa.gov and in “Cc: file populate Fasola, Michael B michael.b.fasola@nasa.gov. .

d) “Location” should remain as MSFC.

e) Under “File” attach applicable document to be uploaded.

f) In the notes field articulate the type of invoice and if it should be sent to Accounts Payable for IRIS processing.

2. E-mail Subject Line identify type of invoice:
   a) {CONTRACTOR NAME}Property Management Services Invoice
   b) {CONTRACTOR NAME}Government Home Sale Services Invoice
   c) {CONTRACTOR NAME}Household Goods and Storage Invoice
   d) {CONTRACTOR NAME}Entitlement Counseling Services Invoice
3. Body of e-mail: Invoice submission on behalf of {CONTRACTOR NAME}.
4. Attach corresponding PDF
5. Send to NSSC-Accounts Payable to load into IRIS

G. Create e-mail notification to Support Operations Directorate (SOD) Budget and Accounting Division for costing of invoices.

Note: This e-mail is currently sent to Dawnyel Stuart, Crystal Kennedy and Barbara Harriel.

1. Subject Line identifying type of action:
   a) Allegiance Invoice Information Month YYYY
2. Body of e-mail: See attached for subject information.
3. Attach all relevant billing Excel files for that specific month to a single e-mail notification.
4. Send to SOD for Costing

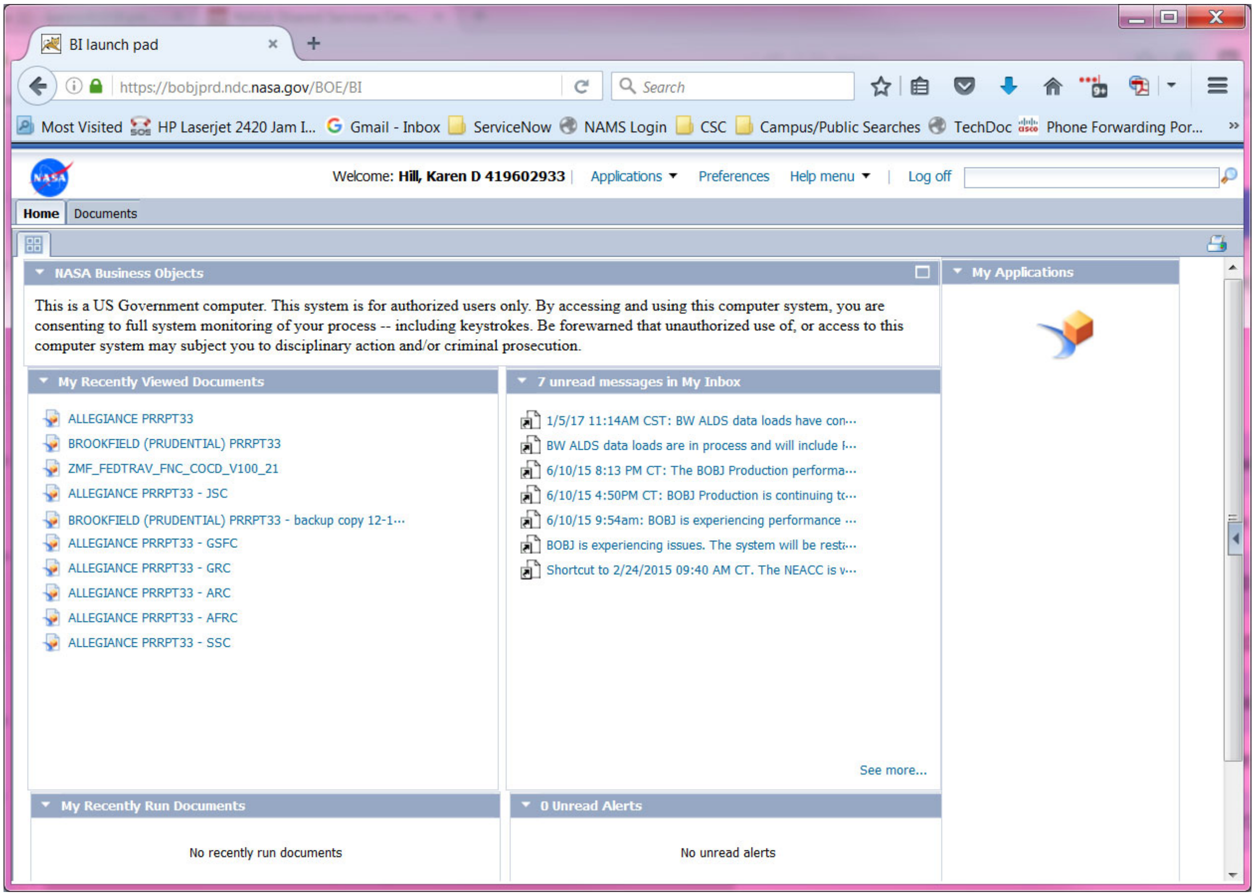
STEP 2. **NSSC Travel (SP-L2)** – Review TPC invoices.

A. For Allegiance HHG invoices: Save the master file under appropriate monthly folder on the shared drive: N:\TRAVEL\COS RELOCATION ASSISTANCE\RELOCATION CONTRACTOR\ALLEGIANCE\ALLEGIANCE

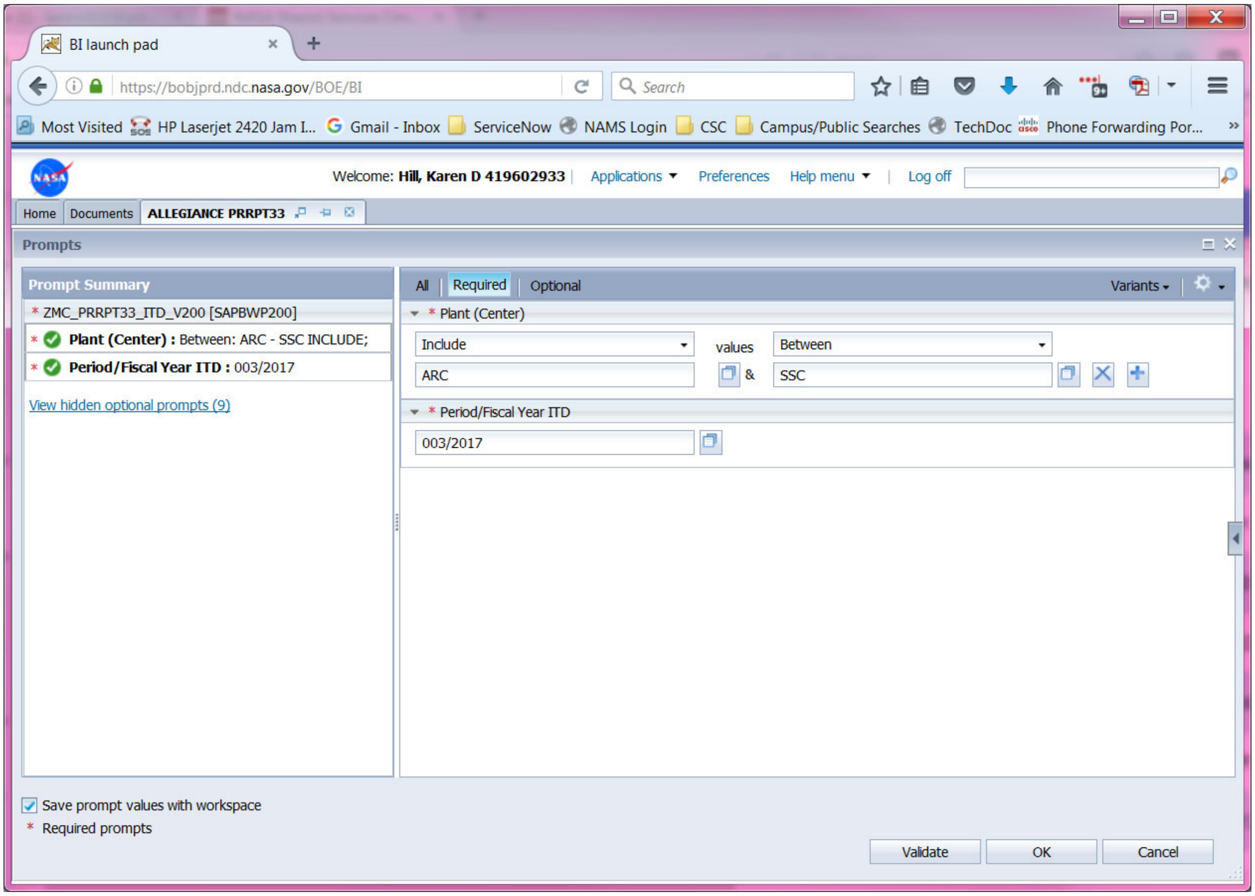
INVOICE REVIEW\

Note: the folder should reflect the contractor you are processing invoices for.

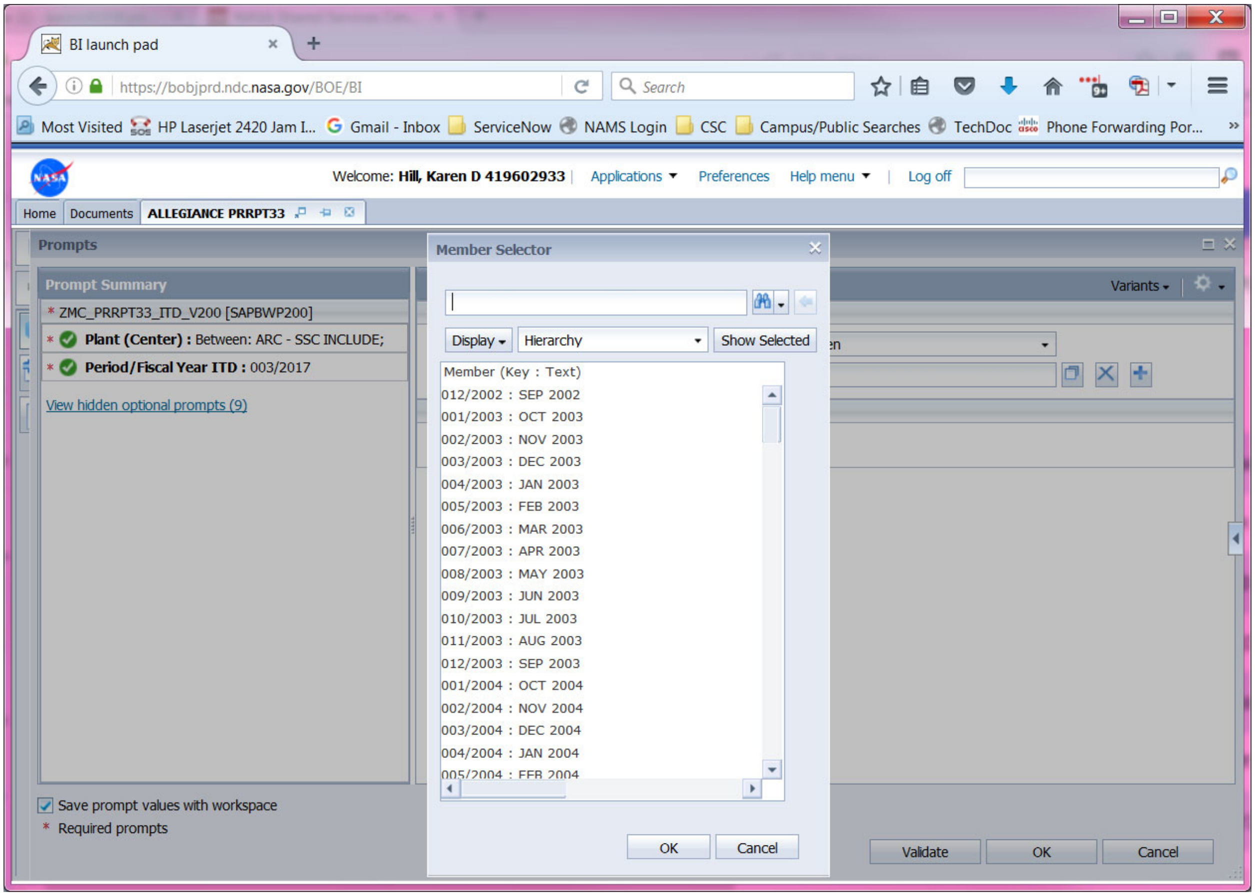
1. Run BOBJ Report and save under same monthly folder as above.
   a) https://bobjprd.ndc.nasa.gov/



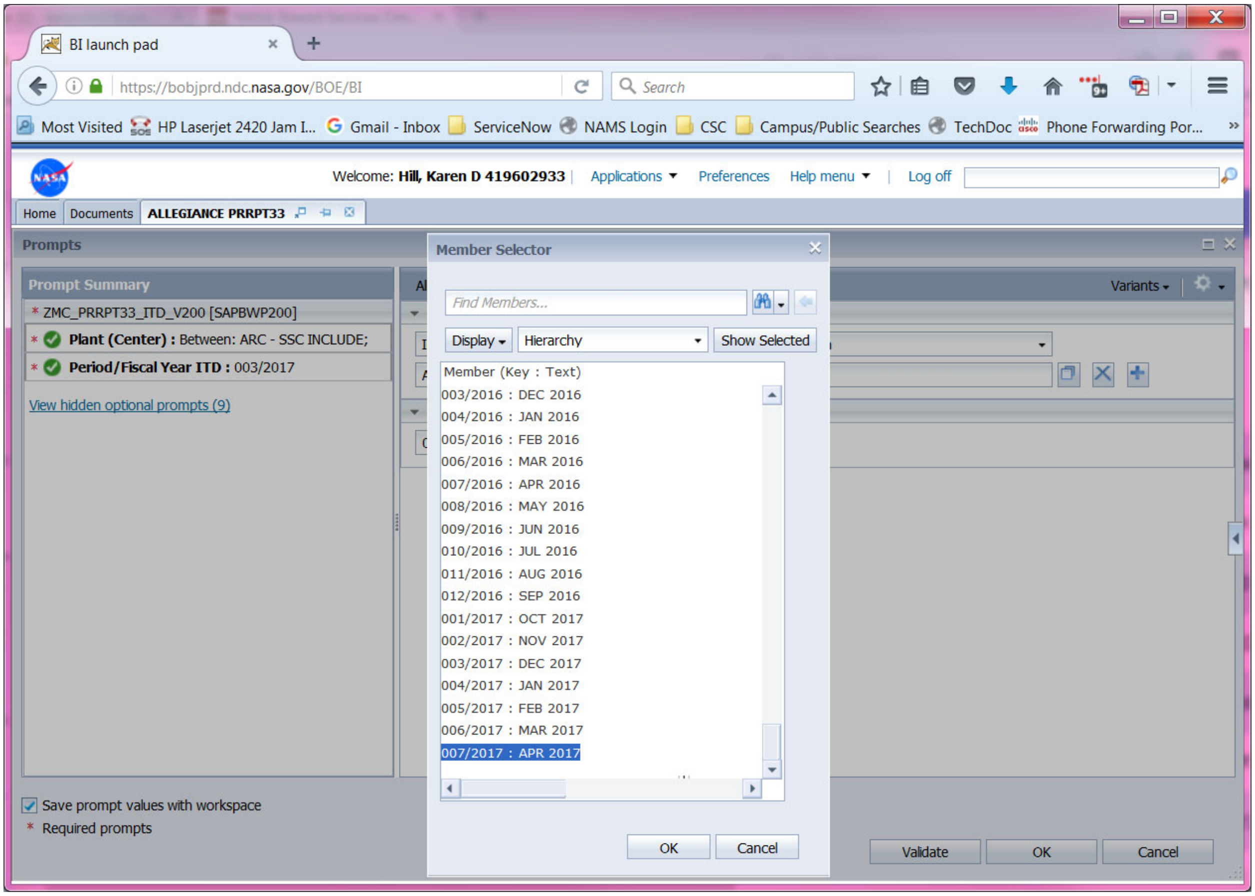
b) If the {CONTRACTOR NAME}PRRPT33 report is shown, click the link. If not, document link is:



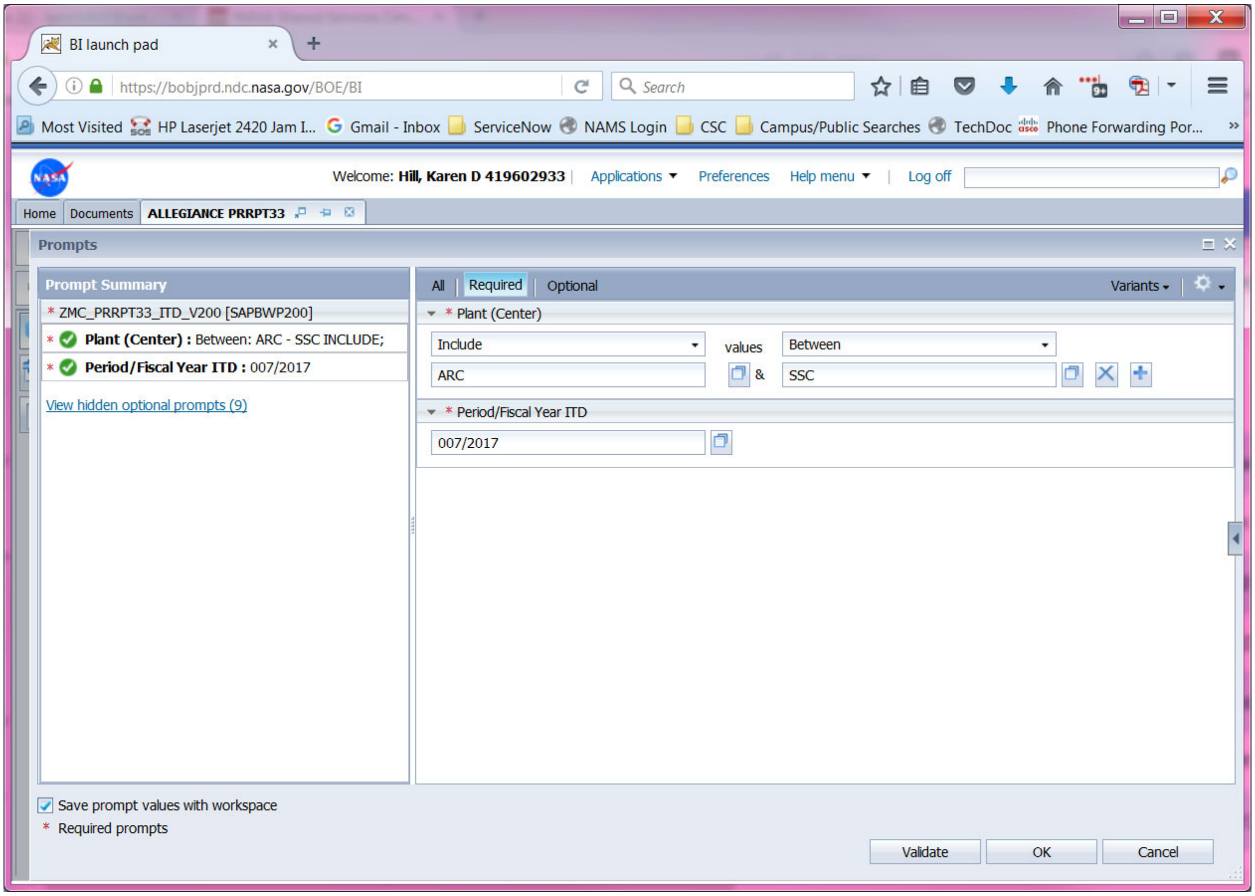
c) Click Box next to Period/Fiscal Year ITD section (beside 003/2017 shown above)



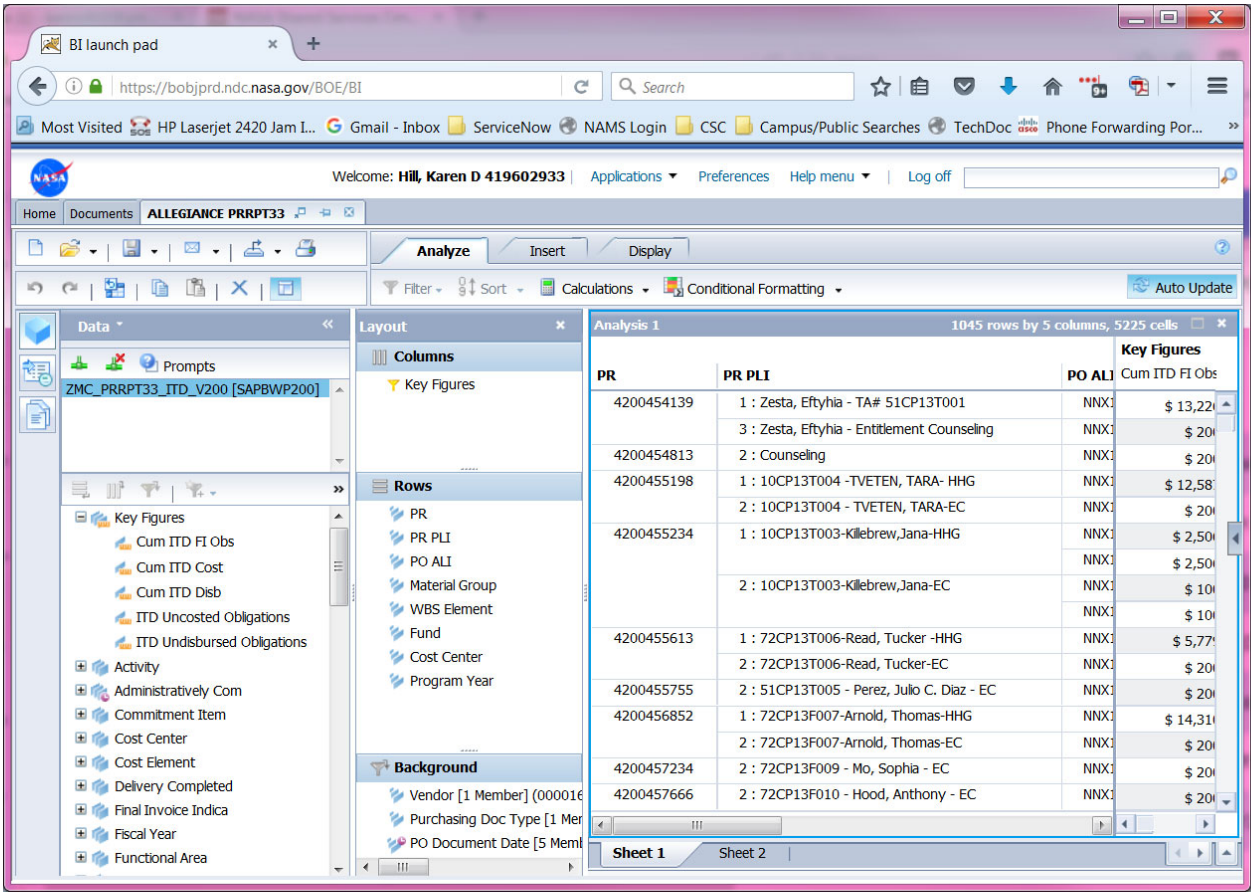
d) Scroll all the way down to get most recent financial period



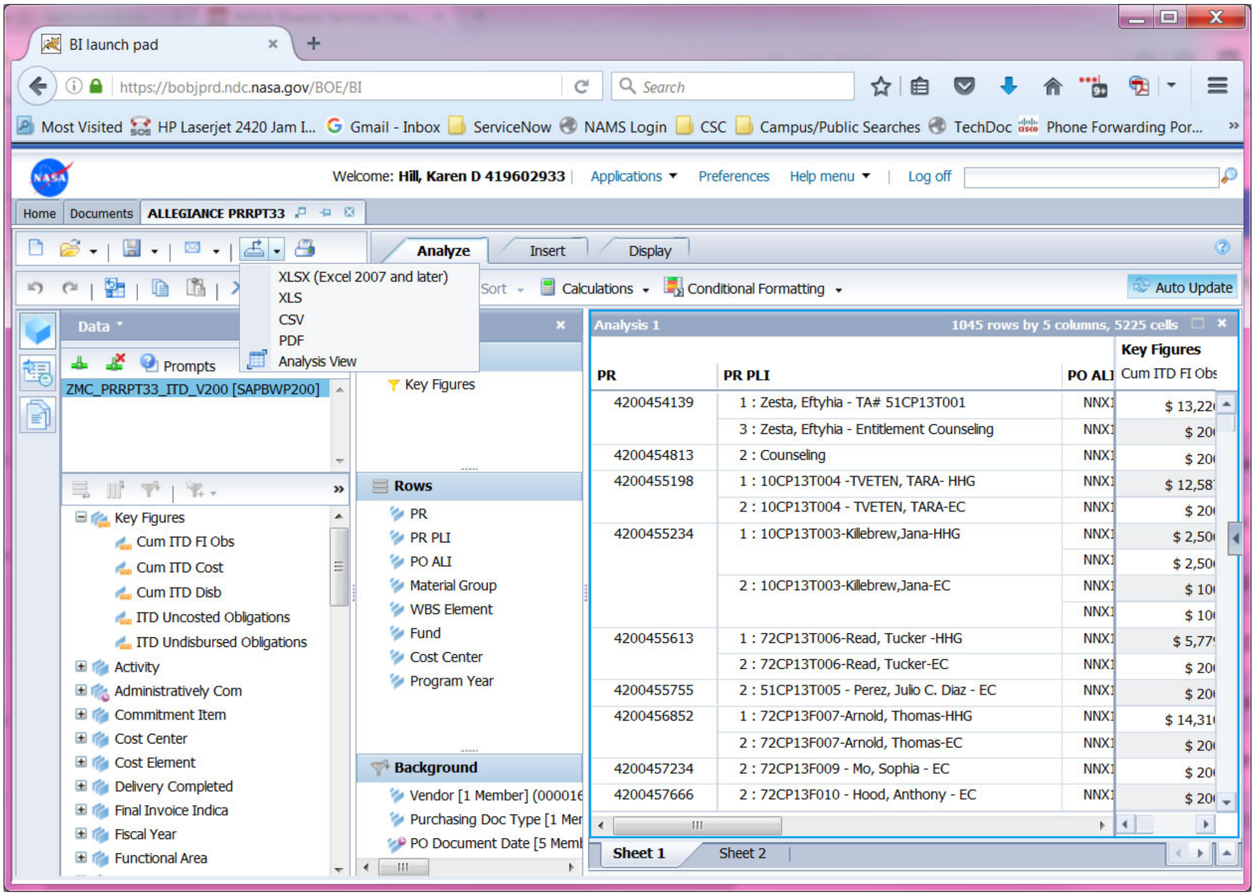
e) Click OK


BI launch pad
https://bobjprd.ndc.nasa.gov/BOE/BI
Welcome: Hill, Karen D 419602933
Applications
Preferences
Help menu
Log off
Home
Documents
ALLEGIANCE PRRPT33
Prompts
Prompt Summary
ZMC_PRRPT33_ITD_V200 [SAPBWP200]
Plant (Center) : Between: ARC - SSC INCLUDE;
Period/Fiscal Year ITD : 007/2017
View hidden optional prompts (9)
All
Required
Optional
Variants
Plant (Center)
Include
values
Between
ARC
SSC
Period/Fiscal Year ITD
007/2017
Save prompt values with workspace
Required prompts
Validate
OK
Cancel

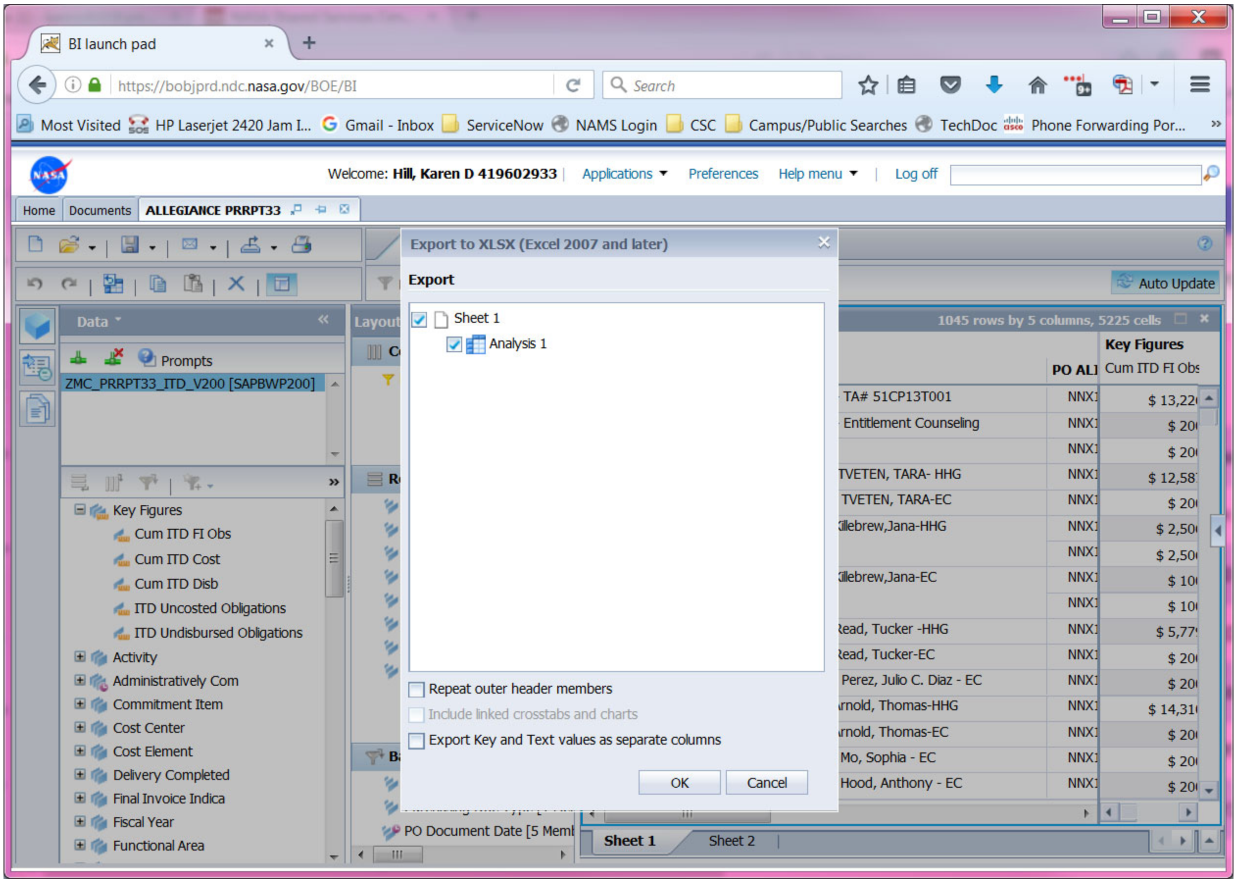
f) Click OK, report comes up:



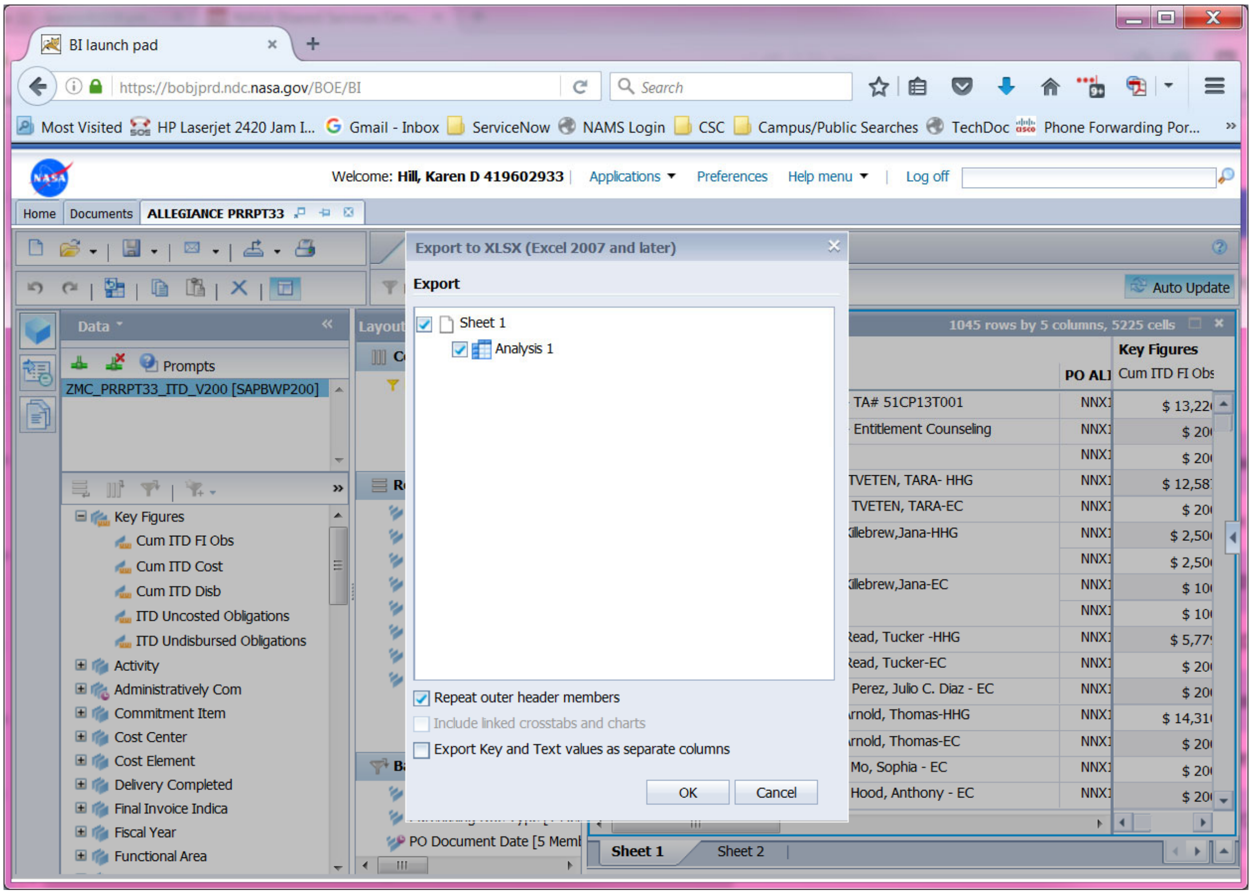
B. Click on the arrow next to the icon to the left of the printer button above (when hovering over it, it will say Export Data to Excel).



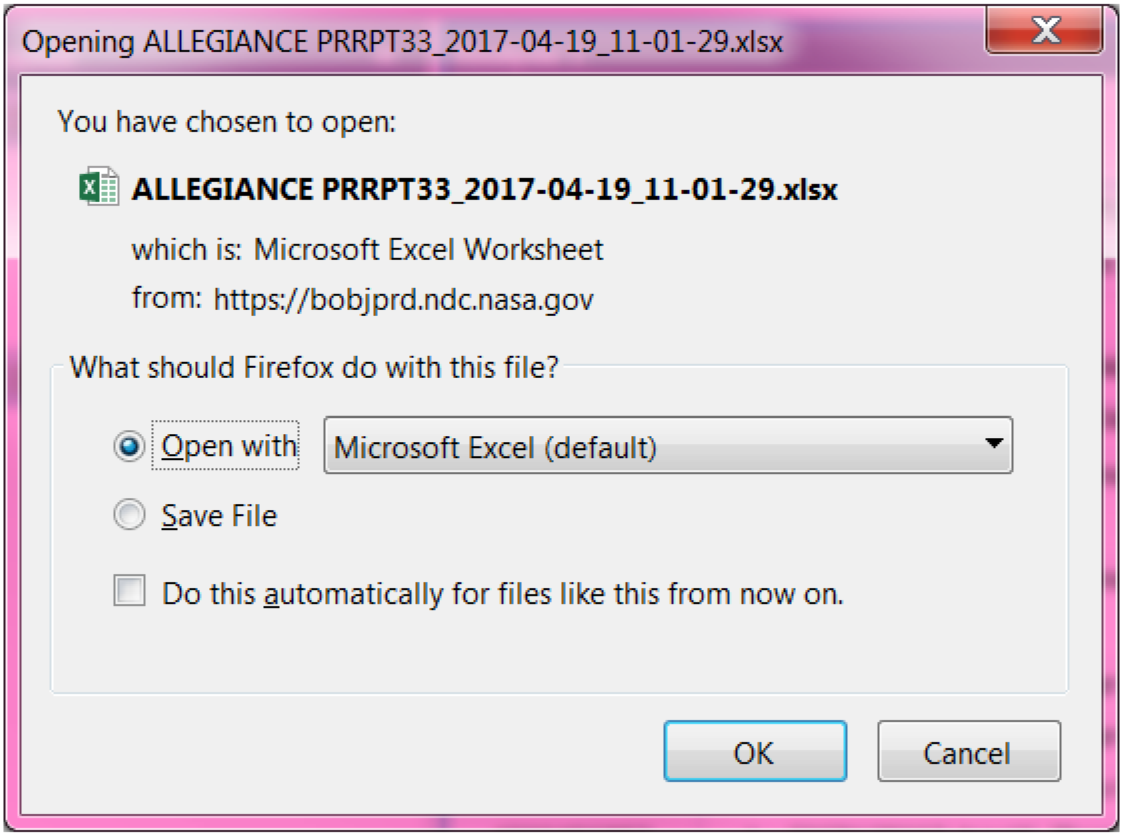
a) Choose XLSX (Excel 2007 and later)



C. Click “Repeat outer header members

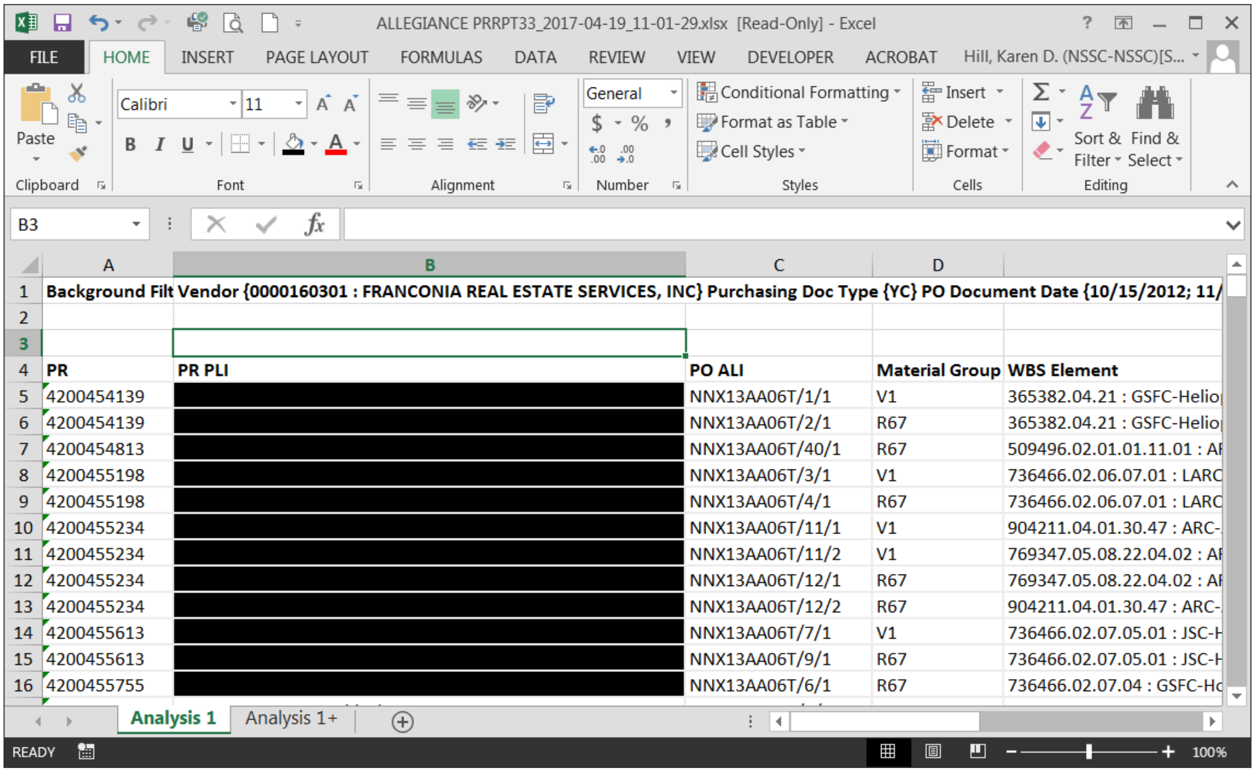


a) Click OK



Opening ALLEGIANCE PRRPT33_2017-04-19_11-01-29.xlsx
You have chosen to open:
ALLEGIANCE PRRPT33_2017-04-19_11-01-29.xlsx
which is: Microsoft Excel Worksheet
from: https://bobjprd.ndc.nasa.gov
What should Firefox do with this file?
Open with
Microsoft Excel (default)
Save File
Do this automatically for files like this from now on.
OK
Cancel

b) Open with Excel by clicking OK



ALLEGIANCE PRRPT33_2017-04-19_11-01-29.xlsx [Read-Only] - Excel

	A	B	C	D	
1	Background Filt	Vendor {0000160301 : FRANCONIA REAL ESTATE SERVICES, INC} Purchasing Doc Type {YC} PO Document Date {10/15/2012; 11/			
2					
3					
4	PR	PR PLI	PO ALI	Material Group	WBS Element
5	4200454139	[redacted]	NNX13AA06T/1/1	V1	365382.04.21 : GSFC-Helio
6	4200454139	[redacted]	NNX13AA06T/2/1	R67	365382.04.21 : GSFC-Helio
7	4200454813	[redacted]	NNX13AA06T/40/1	R67	509496.02.01.01.11.01 : AF
8	4200455198	[redacted]	NNX13AA06T/3/1	V1	736466.02.06.07.01 : LARC
9	4200455198	[redacted]	NNX13AA06T/4/1	R67	736466.02.06.07.01 : LARC
10	4200455234	[redacted]	NNX13AA06T/11/1	V1	904211.04.01.30.47 : ARC-
11	4200455234	[redacted]	NNX13AA06T/11/2	V1	769347.05.08.22.04.02 : AF
12	4200455234	[redacted]	NNX13AA06T/12/1	R67	769347.05.08.22.04.02 : AF
13	4200455234	[redacted]	NNX13AA06T/12/2	R67	904211.04.01.30.47 : ARC-
14	4200455613	[redacted]	NNX13AA06T/7/1	V1	736466.02.07.05.01 : JSC-H
15	4200455613	[redacted]	NNX13AA06T/9/1	R67	736466.02.07.05.01 : JSC-H
16	4200455755	[redacted]	NNX13AA06T/6/1	R67	736466.02.07.04 : GSFC-Hc

D. You will see all the items on the contract.

E. Save here, into a new month folder - N:\TRAVEL\COS RELOCATION ASSISTANCE\RELOCATION CONTRACTOR\ALLEGIANCE\ALLEGIANCE INVOICE REVIEW\

Note: folders should reflect the proper relocation contractor's name

F. Open invoice in IRIS (via the task link).

G. Open TechDoc and navigate to the FM\TRAVEL\COS – VOUCHERS\ folder.

H. Verify and update the following:

I. Begin input in "Main" tab then continue on to other tabs. Data should only be entered in columns with headings highlighted in YELLOW.

J. MAIN TAB: Data for columns A thru H are copied in from the Excel copy of the {CONTRACTOR NAME}invoice attached to the WMS record.

1. Column I: Type of Invoice

   a) From {CONTRACTOR NAME}Invoice – copy of individual's invoice; look at Originating Location/Destination and the Description. Select the one that best applies (Note: most of the time Inter or Intrastate move will be selected):

b) Interstate HHG and/or Storage – a move across state lines
c) Intrastate HHG and/or Storage – a move within the same state
d) POV – invoice description would indicate just a POV shipment
e) GSA + HHG and/or Storage - ?
f) OCONUS – Origination and/or Destination would be Outside of the Continental U.S.
g) 3rd Party – Invoice would be just for Third Party Services
h) Cartons – Invoice would be just for cartons
i) If it is Inter or Intrastate move plus there are Third party charges, POV, or cartons, then select the Inter or Intrastate.

2. Column J: {CONTRACTOR NAME}Main invoice present? See Example 1. Yes or No.
3. Column K: PR Funding verified to BOBJ report and Material group V1 is used.
   a) Run a copy of the BOBJ report as of the current date and save on shared drive under appropriate monthly folder.
   b) BOBJ – PRRPT33 – Pos by PLI/ALI ITD https://bobjprd.ndc.nasa.gov:443/BOE/OpenDocument/opendoc/openDocument.jsp?sIDType=CUID&iDocID=Aej9rh.L1zlEg70.HO0wGcw
   c) Save at N:\TRAVEL\COS RELOCATION ASSISTANCE\RELOCATION CONTRACTOR\ALLEGIANCE\ALLEGIANCE INVOICE REVIEW\ under appropriate month using file name: PR BW Report as of XXXXXX.xlsx Hide rows 2:53. Get rid of blue background color by selecting No Fill on Excel tool bar.
      Note: the folder should reflect the current relocation contractor
   d) Suggestion: First, hide columns A through E, then click in cell G55 and under View, select “Freeze Pains.” Use the CTRL F function to search the last name of the traveler from the invoice. Look for the line which indicates “last name – HHG.”
      i. Verify the column “Material Group” shows V1 and the amount in “ITD Undisbursed Obligations” (column R) is greater than or equal to the amount being invoices. Change the font on the line to Red to show which line you checked.
      ii. If funds are sufficient, mark yes in this column. If they are not sufficient, mark No and add a Comment in the comment specifying the shortfall such as $4,000.13 of additional funds

are needed. If this is the case, the SP-L2 is responsible for working with the Center to get new funds. A COS tech will handle this.

4. Column L: Origin and Destination match 1450 in EFC. Yes or No
    a) Open EFC in TechDoc. (FM\TRAVEL\COS-VOUCHERS\CENTER\name (EFC).
    b) Use bookmarks to navigate quickly to the 1450.
    c) Verify the 1450, box 5 = the Originating Location on the {CONTRACTOR NAME}invoice.
    d) Verify the 1450, box 6a = the Destination Location on the {CONTRACTOR NAME}invoice.
    e) If not, add a comment next to the "Notes" column to explain.
5. Column M: If POV shipped, is it authorized in 1450 in EFC? Yes or No or NA
    a) If Allegiance invoice references a POV shipment, verify it was authorized on 1450, box 14g.
    b) If not, add a comment next to the "Notes" column to explain.
6. Column N: If Temporary Storage, approved on 1450 in EFC for number of days invoiced? Yes or No or NA
    a) If {CONTRACTOR NAME}invoice references Temporary Storage, verify it was authorized on 1450, box 13d -90 days for OCONUS and14d -60 days for CONUS noting the number of approved days. Review the {CONTRACTOR NAME}Audited Service Charges to see quantity of days being billed. See Example 2 below.
    b) If not, add a comment next to the "Notes" column to explain.
7. Column O: If Permanent Storage, approved on 1450 in EFC for number of days invoiced? Yes or No or NA
    a) If {CONTRACTOR NAME}invoice references Permanent (Non-Temporary) Storage, verify it was authorized on 1450, box 14e noting the number of approved days.
    b) If not, add a comment next to the "Notes" column to explain.
8. Column P: ARS Audited Service Charges sheet present? Yes or No
9. Column Q: GSA Pre-Payment Audit stamp present on ARS Audited Service
    a) Charges sheet present? Yes or No
10. Column R: Bill of Lading present? Yes or No

a) Bills of Lading will vary in appearance depending on the van line. See Example 3 for an example of an Allied Van Line Bill of Lading.

11. Column S: Weight Tickets Provided? Yes or No
    a) Weight tickets will vary in appearance. There should be two tickets, one for gross (truck fully loaded) and one for tare (truck empty). See Example 4 for an example of common weight tickets.
12. Column T: Inventory Breakdown Present? Yes or No
    a) Inventory sheets will vary in appearance. See Example 5 for an example of an inventory sheet.
    b) NO INPUT IS REQUIRED FOR COLUMNS W thru Z.
    c) WEIGHT TAB
13. Column E: Tare (Truck Empty): Input weight from appropriate weight ticket. See Example 4.
14. Column F: Tare (Truck Full): Input weight from appropriate weight ticket. See Example 4.
15. Column H: Input billed weight from ARS Audited Service Charges document.
    a) {CONTRACTOR NAME}INVOICE RECAL TAB
        i. Input comes from individual's invoice. See Example 1.
        ii. Each invoice will be different. The columns of the spreadsheet lead you through the invoice. Input amounts in the appropriate columns. The discount amounts in column X and Z are calculated automatically. Check to make sure they agree to what is calculated in the {CONTRACTOR NAME}invoice. Also check and make sure the Total Invoice amount in column AA ties back to the invoice.
        iii. If there is a difference, check your input first. If that is not an issue, make a note in the "Problem" column the invoice does not balance.
    b) GSA AUDIT VERIFICATION TAB
        i. Input comes from the ARS Audited Service Charges document.
16. Column K: Origin Service Fee - Input the rate (%) listed next to Item 135 Fee (orig).
17. Column L: Destination Service Fee - Input the rate (%) listed next to Item 135 Fee (dest).

18. Column M: Packing & Unpacking - Input the rate (%) listed next to Packaging related items such as “Full Pking”
19. Columns N thru S: Input the amounts as appropriate
20. Columns T thru V: Input the rate (%) as appropriate listed under the SIT summary
21. Columns W – Z: Input the amounts as appropriate
22. Columns AO thru AR: Input the amounts as appropriate
    a) Check Total Invoice (column AS) agrees to {CONTRACTOR NAME}Invoice Total (column AT). Investigate differences and document in Notes section.
    b) BACK-UP INVOICE TAB
        i. This tab does not need to be completed by the SP-L2 at this time.
    c) For {CONTRACTOR NAME}PM Invoices, go to Invoice Review Tab of the TPC Inv Review Master file – PM.
        i. Col A: Input Traveler Name.
        ii. Col B: Input TA#.
        iii. Col C: Leave Blank.
        iv. Col D: Check PR Spreadsheet to ensure order entitlements have been funded. Indicate Yes or No. If no, continue to reconcile, but propose an administrative adjustment.
        v. Col E: Review supporting invoices to verify GSA Pre-payment audit stamp. Indicate Yes or No.
        vi. Col F: If POV shipped, check NF1450 to verify if it was authorized. Indicate Yes or No.
        vii. Col G: Review for presence of documentation to support charges on the detailed invoice. Indicate Yes or No.
        viii. Col H: Determine if discounts were applied to charges by reviewing detailed invoice. Indicate Yes or No. (N/A for PM invoice.)
        ix. Col I: Input the amount of the invoice, per the Invoice Summary coversheet sent by TPC and copied into the TPC Summary Tab of this file.
        x. Col J: Input the amount of the DETAILED invoice provided as supporting documentation.
        xi. Col K: Input insurance charges if applicable, found on the DETAILED invoice. (N/A for PM invoice.)

xii. Col L: For Third Party charges (shipment, debris hauling, and other miscellaneous) on the DETAILED invoice, ensure there is a supporting invoice as backup. Input the gross amount of the Third Party Invoices less the discounts applied which can be determined through review of the DETAILED invoice. (N/A for PM invoice.)

xiii. Col M: Input the net amount from the HHG transportation Audit Summary. This should include fuel surcharges. (N/A for PM invoice.)

xiv. Col N: DO NOT Input – this is a formula.

xv. Col O: DO NOT input – This is a formula. However, there should normally be zero difference unless there is a billing error. Research any differences and explain in the Comment field (Col P).

xvi. Col P: Input comments if differences remain in Col O, or if there were any exceptions (no's) found in the review of Columns D through H.

xvii. Reconcile total per Col I to the total per the Invoice Summary provided by TPC. Research and correct any differences.

xviii. Reconcile total per Col N to the total per Col I. Research and correct any differences other than those documented in the "Differences" Column O.

d) For {CONTRACTOR NAME}GHS invoices, go to Invoice Review Tab of the TPC Inv Review Master file – GHS.

i. Col A: Input Traveler Name.

ii. Col B: Input TA number.

iii. Col C: Leave Blank.

iv. Col D: Check PR Spreadsheet to ensure order entitlements have been funded. Indicate Yes or No. If no, continue to reconcile, but propose an administrative adjustment.

v. Col E: Validate copy of Contract of Sale has been provided

vi. Col F: Validate copy of Contract of Sale has been signed by traveler as the seller.

vii. Col G: Verify appraised value agrees to cost listed on invoice.

viii. Col H: Validate pencil changes, if any, have been initialed by the traveler.

ix. Col I: Verify an Equity statement has been provided.
x. Col J: If appraised value is greater than $500,000, verify a waiver is present.
xi. Col K: DO NOT Input – this is a formula.
xii. Col L: Input appraised value.
xiii. Col M: DO NOT Input – this is a formula.
xiv. Col N: DO NOT Input – this is a formula.
xv. Col O: Input invoice amount per {CONTRACTOR NAME}Summary.
xvi. Col P: Input total from individual detailed invoice.
xvii. Col Q: DO NOT Input – this is a formula.
xviii. Col R: Comments – input as appropriate.

e) For {CONTRACTOR NAME}Entitlement Counseling invoices, go to Invoice Review Tab of the TPC Inv Review Master file – EC.
i. Col A: Input Traveler Name.
ii. Col B: Input TA number.
iii. Col C: Leave Blank.
iv. Col D: Check PR Spreadsheet to ensure order entitlements have been funded. Indicate Yes or No. If no, continue to reconcile, but propose an administrative adjustment.
v. Col E: Validate supporting documentation has been attached for each invoice.
vi. Col F: Validate 1449 has been completed.

f) For all invoices, go to TPC Summary tab.
i. Copy TPC Summary Invoice Excel sheet provided by TPC into this tab.
ii. Add columns to the far right for "Admin Adj" and "Adjusted Invoice."
iii. Input a formula in "Adjusted Invoice" column to subtract Admin Adj field from the TPC Invoice Total field.
iv. Add a formula at bottom to sum the total rows for each of the columns TPC Invoice Total, Admin Adj and Adjusted Invoice Field.
v. Check to make sure the total per the TPC Invoice Total is equal to the total amount billed located in the upper right hand of the TPC Invoices. Research and correct any differences.

vi. Check to make sure the total per the TPC Invoice Total is equal to the total in Col I of the Invoice Review tab. Research and correct any differences.

vii. Use Print Preview to make sure invoice is in landscape format, fit to one page if possible or size to make it easily readable.

viii. In WMS ticket, add the TPC Invoice number to the Travel tab in Document Number field. Add the NSSC timestamp date to the Date Failure Occurred.

ix. Assign to COS – L3.

STEP 3. **NSSC Travel (CS-L3)** – COS COR reviews and approves TPC Invoices for payment.

A. Property Management.

1. Sign into IRIS and view the entire invoice.
2. Verify the following:
    a) Property Management monthly fee is $500.00 (per current contract).
    b) Roll-up Individual Summary Invoice– Cannot Bill you for something they have not covered.
    c) Full Property Management agreement must be submitted and tie back to the individual being referenced on the bill.
    a) Date it was executed. (If over one year go back and see if employee has an extension and provide a copy of the amended 1450).
3. Once approved, fill Date Received in IRIS with the date the WMS ticket was created.
    a) Type the following for standard verbiage: Approved for payment in the amount of $____ to {CONTRACTOR NAME}. An administrative deduction of $____ is required from the billed of $____. A detailed summary is attached under the assessment tab of the Record#___ for document / audit purposes. Hit concur.
4. Update WMS ticket.
    a) Assign to Travel / L2 – Current Travel POC.
    b) Verify there are two documents attached to the record. (Original Excel file and the file created by SP-L2 during their review) Note:

Electronically sign and approve SP-L2's invoice reconciliation Excel spreadsheet attach to Invoice PDF as back-up. (sign, date, and approve).

c) If there were any administrative deductions the file provided by SP-L2 will need to reflect the adjustments made.

d) Press Save.

5. Electronically sign, stamp approve, and date each TPC invoice per employee.
    a) Create "Approved" PDF print record. Attached in WMS saved as MMM YYYY PM INVOICE (Approved). Work Notes: Property Management Services Invoice approved for payment and supporting documentation attached as MMM YYY PM INVOICE (Approved).
    b) Save both records to N drive: N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE
    Note: the folder name should reflect the current relocation contractor
6. An electronic copy of the entire packet is required to be placed in TechDoc. (Packet includes SP-L2 Recon Excel spreadsheet, WMS ticket, and Entire TPC PM Invoice and back-up). Note: The path to save the complete, approved document is TechDoc is FM/Travel/COS-Vouchers/TPC contract.
7. The TechDoc link that includes the approved invoice needs to be added to the task, on the links tab, for SP-L2 to breakdown and include in each employee's EFC. Note: A work around has been issued to save approved invoices on the N drive: N:\TRAVEL\CS ADMIN\INVOICE REVIEW\{CONTRACTOR NAME}.

B. GHS Invoice:
1. Sign into IRIS.
2. Go into Actual Bill.
    a) Make sure you have Real Estate Agreement.
    b) Appraisals. Varies amended sales or guaranteed buyout. Documentation must match.
    c) Verify Calculation.
3. Once approved, fill Date Received in IRIS with the date the WMS ticket was created.

a) Type the following for standard verbiage: Approved for payment in the amount of $____ to {CONTRACTOR NAME}. An administrative deduction of $____ is required from the billed of $____. A detailed summary is attached under the assessment tab of the Record#___ for document / audit purposes. Hit concur.

4. Update WMS ticket.
   a) Assign to Travel / L2 – Current Travel POC.
   b) Verify there are two documents attached to the record. (Original Excel file and the file created by SP-L2 during their review) Note: Electronically sign and approve SP-L2's invoice reconciliation Excel spreadsheet attach to Invoice PDF as back-up. (sign, date, and approve).
   c) If there were any administrative deductions, the file provided by SP-L2 will need to reflect the adjustments made.
   d) Press Save.
5. Electronically sign, stamp approve, and date each TPC invoice per employee.
   a) Create "Approved" PDF print record. Attached in WMS saved as MMM YYYY GHS INVOICE (Approved). Work Notes: Government Home Sale Services Invoice approved for payment and supporting documentation attached as MMM YYY GHS INVOICE (Approved).
   b) Save both PDF records to N drive: N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE
   Note: the folders should reflect the current relocation contractor
6. An electronic copy of the entire packet is required to be placed in TechDoc. (Packet includes SP-L2 Recon Excel spreadsheet, WMS ticket information, and Entire TPC GHS invoice and back-up). Note: The path to save the complete, approved document is TechDoc is FM/Travel/COS-Vouchers/TPC contract.
7. The TechDoc link that includes the approved invoice needs to be added to the WMS ticket for SP-L2 to breakdown and include in each employee's EFC. N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE.
   Note: the folders should reflect the current relocation contractor

C. Entitlement Counseling Invoice:
   1. Sign into IRIS.
   2. Save Actual Bill to desktop.
      a) Verify the following information is present.

i. Copy of the roll-up charge sheet.
ii. TPC's invoice per person.
iii. Approved webform stating required forms sent to NSSC by mmddyy.

3. Once approved, fill Date Received in IRIS with the date the WMS ticket was created.
   a) Type the following for standard verbiage: Approved for payment in the amount of $____ to {CONTRACTOR NAME}. An administrative deduction of $____ is required from the billed of $____. A detailed summary is attached under the assessment tab of the Record#___ for document / audit purposes. Hit concur.
4. Update WMS ticket.
   a) Assign to Travel / L2 – Current Travel POC
   b) Verify there are two documents attached to the record. (Original Excel file and the file created by SP-L2 during their review) Note: Electronically sign and approve SP-L2's invoice reconciliation Excel spreadsheet; attach to Invoice PDF as back-up. (Sign, date, and approve).
   c) If there were any administrative deductions, the file provided by SP-L2 will need to reflect the adjustments made.

   d) Press Save.
5. Electronically sign, stamp approve, and date each TPC invoice per employee.
   a) Create "Approved" PDF print record. Attached in WMS saved as MMM YYYY EC INVOICE (Approved). Work Notes: Entitlement Counseling Services Invoice approved for payment and supporting documentation attached as MMM YYY EC INVOICE (Approved).
   b) Save both PDF records to N drive: N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE
      Note: the folders should reflect the current relocation contractor
6. An electronic copy of the entire packet is required to be placed in TechDoc. (Packet includes SP-L2 Recon Excel spreadsheet, WMS ticket, and Entire TPC PM Invoice and back-up). Note: The path to save the complete, approved document is TechDoc is FM/Travel/COS-Vouchers/TPC contract.

7. The TechDoc link that includes the approved invoice needs to be added to the task, on the links tab, for SP-L2 to breakdown and include in each employee's EFC. N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGAINCE.

D. HHG Invoice:
   1. Sign into IRIS and view copy of the invoice.
   2. Review invoice
      a) Roll-up page must be included.
      b) Back up must match.
         i. Back-up includes: TPC invoice, GSA pre-payment audit, GSA pre-payment audit stamp, carrier invoices, bill of lading, weight tickets (tare and gross), inventory breakdown and any other additional documentation to support charges.
         ii. Reference general guidelines to say what can be crated. (Whole amount not partial)
         iii. Verify Poundage and discount.
   3. 18,000 lbs. of HHG plus 2,000 lbs. of packing materials.
      a) Discounts are as follows:
         i. Interstate HHG 63% and SIT 45%
         ii. Intrastate HHG 40% and SIT 30%Debris Pick up is between $150.
         iii. Verify correct tariff – RMX 400 Tariff.
         iv. Inventory breakdown must be signed at origin and at destination on every page.
   4. Once reviewed/approved, fill Date Received in IRIS with the date the WMS ticket was created.
      a. Type the following for standard verbiage: Approved for payment in the amount of $____ to {CONTRACTOR NAME}. An administrative deduction of $____ is required from the billed of $____. A detailed summary is attached under the assessment tab of the Record number___ for document / audit purposes. Hit concur.
   5. Update the WMS ticket.
      a. Assign to Travel / L2 – Current Travel POC.
      b. Verify there are two documents attached to the record. (Original Excel file and the file created by SP-L2 during their review) Note: Electronically sign and approve SP-L2's invoice reconciliation Excel

spreadsheet attach to Invoice PDF as back-up. (sign, date, and approve).

   c. If there were any administrative deductions the file provided by SP-L2 will need to reflect the adjustments made.
   d. Press Save.

6. Electronically sign, stamp approve, and date each TPC invoice per employee.
   a. Create "Approved" PDF print record. Attached in WMS saved as MMM YYYY HHG INVOICE (Approved). Work Notes: Household Goods and Storage Invoice approved for payment and supporting documentation attached as MMM YYY HHG INVOICE (Approved).
   b. Save both PDF records to N drive: N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE
      Note: the folders should reflect the current relocation contractor
7. An electronic copy of the entire packet is required to be placed in TechDoc. (Packet includes SP-L2 Recon Excel spreadsheet, WMS ticket information, and Entire TPC GHS invoice and back-up). Note: The path to save the complete, approved document is TechDoc is FM/Travel/COS-Vouchers/TPC contract.
8. The TechDoc link that includes the approved invoice needs to be added to the task, on the links tab, for SP-L2 to breakdown and include in each employee's EFC. N:\TRAVEL\CS ADMIN\INVOICE REVIEW\ALLEGIANCE.
   Note: the folders should reflect the current relocation contractor

E. GSA Post Payment audit – As it relates to transportation. Prepayment is in the contract
   1. Designated CS L3 POC will save approved HHG invoice to appropriate folder on N drive N:\FM Division\Accounts Payable_Accounts Receivable\Accounts Payable\GSA Transportation Bills\GSA Monthly Submission\Allegiance - GSA Monthly Invoices for Accounts Payable to compile a record to go to GSA.
      Note: the folders should reflect the current relocation contractor
      a) At this stage the bill has been paid.
      b) Compile a record to go to GSA – AP CS-L3 and SP-L2 function.
      c) Audit goes out at end of the month.

    d) GSA wants it by the 1st of next month. Example: September invoice is due to GSA November 1.
2. It is loaded to FTP site and GSA will pull on the 1st of month.
3. File will be in e-mail.
4. The following information is sent to GSA.
    a) SBU form.
    b) Transmittal sheet – Month, Who submitted the SF1166.
    c) COR/ACIR input to original bill.
    d) First page of original bill.
    e) Make sure entire record is there. (GSA does not audit third party; they only audit transportation) GSA is auditing the tariff the van line use. Biggest is the scale ticket.
    f) AAR invoice coversheet, invoice, pre-payment audit form signed, scale must be in there.
    g) If billing weight, you must include two scale tickets: Tare and Gross, and Bill of Lading.
    h) Must have inventory.
    i) Re-audit calculation: Original bill and after bill why credit exists.
    j) Adjustment Report – move important.
    k) No pre-payment audit for an INTRA state move; everything else is there.
    l) Make sure you have a good copy of the weight receipts unless stamped best original.
    m) Vehicles – sub invoice, carrier invoice, GBL auto shipment – that is it.
    n) IRIS routing List
    o) Schedules- Coversheet / Display of proposals.

STEP 4. **NSSC Travel (SP)** - moveLINQ Invoice processing and Electronic Filing.

A. Receive invoice from Travel L3 once invoice has been approved for payment, from WMS ticket.
B. Open soft copy of invoice and pull out each individual invoice and GSA Pre-Payment audit backup page and save it as the employee’s name and TA.
C. Review each one, for taxable benefits and other items to create a bill of collection to the traveler (Property Management, 3rd Party movement and storage of HHG, Over HHG weight allowance, etc.).
D. Create a record for each traveler with a billable item.

E. Input each invoice into moveLINQ and ensure all relevant fields are completed (such as weight, days, invoice number, etc.)
F. If taxable entitlement, pull FPPS and SAP screenshots for backup
G. For Taxable BOC's:
    1. Check for funding.
        a) If no funding, send task to Travel CS-L3 to add line/money to cover bill.
        b) With funding in place, send task with Invoice, moveLINQ voucher, and IDR attached to the record, to Travel Payroll to upload amount to DOI and post in SAP.
        c) Once posted in SAP, Travel Payroll returns the task to COS Travel technician.
        d) Travel double checks taxes were posted properly.
        e) Follow process 20 to issue the BOC
    2. Update the EFC file:
        a) 1575 is updated with the new AR record/task number. The new AR record/task details and IDR are added into EFC along with the updated 1575.
        b) Update 1575's with invoice payment – "Print" soft copy via Adobe printer.
        c) Update 4782 with invoice payment.
        d) Add TPC invoice/backup, moveLINQ voucher, and 1575 to EFC (1575 in Part 3, rest in Part 4).
        e) Download EFC file.
        f) Add updated 1575 under Part 3 (newest documents kept at beginning of section).
        g) Add moveLINQ document and TPC invoice to Part 4 (newest documents kept at beginning of section) and Bookmark as "3rd Party Payment – month/year pmt.
        h) Update EFC in TechDoc (reserve, replace, release).
H. For Over Weight limit BOC's:
    1. Obtain the funding elements using the BOBJ report used for the PR Analysis.
        a) Follow process 20 to issue the BOC
    2. Update the EFC file:

a) 1575 is updated with the new AR record/task number. The new AR record/task details and IDR are added into EFC along with the updated 1575.
b) Update 1575's with invoice payment – "Print" soft copy via Adobe printer.
c) Update 4782 with invoice payment.
d) Add TPC invoice/backup, moveLINQ voucher, and 1575 to EFC (1575 in Part 3, rest in Part 4).
e) Download EFC file.
f) Add updated 1575 under Part 3 (newest documents kept at beginning of section).
g) Add moveLINQ document and TPC invoice to Part 4 (newest documents kept at beginning of section) and Bookmark as "3rd Party Payment – month/year pmt.
h) Update EFC in TechDoc (reserve, replace, release).

3. When payment is received for HHG Over the Weight limit:
   a) Post back to the funding elements via FB65
      a. No 400# nor line should be put into SAP
      b. This is posted like an FI Invoice in the AP Area

I. Resolve each WMS ticket once completed.

PROCESS 18– DEATH IN SERVICE

STEP 1. **NSSC Civil Servant (CS)** – Create a WMS record. The NSSC CS receives an e-mail or phone call notification informing of a NASA employee and/or applicable dependents death while on travel or stationed abroad, as well as NASA employees away from his/her actual place of residence under a mandatory mobility agreement.

A. The notification can come from different sources such as:
   1. NSSC Human Resources (HR)
   2. Center Human Resources
   3. Center Travel Office (CTO)
   4. Center Supervisor of Employee
   5. Family or Estate of Decedent
   6. Coroner’s Office
   7. Medical Facility

B. Guidance requires a copy of the death certificate to process any claim under Code of Federal Regulations (41 CFR) 303-70 – Agency Requirements for Payment of Expenses Connected with the Death of Certain Employees.

C. If not previously established, the CS generates a Service Now record and validates sufficient information exists to complete steps for processing the claim. Normally, the person notifying the NSSC provides as much information as they have or provides a point of contact to get more information in regard to the death of the NASA employee and/or applicable dependents.

D. Each circumstance is different and unique, and the CS must ascertain using 41 CFR 303-70 what expenses can and must be paid. The CS will provide a copy of 41 CFR 303-70 to any person upon request or provide the Uniform Resource Locator (URL) to locate the 41 CFR online.

E. The NSSC must coordinate with the NASA Center Travel Office to establish funding to provide appropriate reimbursement for services provided or associated with any valid expenses covered under the regulation.

F. There are certain forms required to be completed prior to making a payment to a claimant, to a mortuary or any entity claiming repayment in relation to the death. The forms are:
   1. Standard Form 3881 – Vendor/Miscellaneous Payment Enrollment Form
   2. NSSC Form 0053 – FI Invoice Approval & Input Sheet

G. Copies of all receipts, invoices and communication related to payment of the claim must be collected prior to payment.

Note: This process may take up to six weeks or longer to complete due to requirement of issuance of death certificate that could be delayed.

STEP 2. **NSSC – Travel Service Provider (SP-L2)** – File documentation in appropriate Change of Station (COS) EFC file in TechDoc or create EFC in TechDoc for filing, if Domestic or Foreign related travel.

A. Receive documents and communications from FM-CS-L3 related to the death of a NASA employee and/or eligible dependents.
   1. If the employee/dependent is covered under 41 CFR 302 – Relocation Allowances, file all relevant documentation and communication to substantiate payment and support any potential audit or review, to the existing EFC in TechDoc.
   2. If the employee is covered under 41 CFR 301 – Domestic and Foreign travel both TDY and ETDY, create an EFC in TechDoc to include all relevant documentation and communication to substantiate payment and support any potential audit or review at the following path: /FM/Travel/Death in Service.
   3. Resolve WMS record.

PROCESS 19 – CMP 10.6B

Roles & Responsibilities

To monitor travel undisbursed costs and obligations in canceling funds to ensure balances are cleared before the cancellation.

Review and monitor the balances of open travel obligations in cancelling funds to ensure balances are resolved at the end of the fiscal year before the fund cancels. Exception on the report should be provided to the NSSC with the identified funds commitment document indicating Center or NSSC action (i.e., Outstanding Accruals are Center actions and outstanding Change of Station Obligations are NSSC actions.

Frequency: Monthly during the months of April - September

STEP 1. **NSSC SP L2** – Receive report from Center via WMS record

A. Review attachment. Within the report you should find:
   Fund Cancelation Date
   Fund Commitment Document Number
   FI Invoice
   Who is responsible for clearing the outages?
B. Notify the Center submitter that NSSC has received the report via e-mail and if any information is missing
C. Update tracking template with required information (i.e., submitting Center, ServiceNow task #, NSSC actions and Center actions)
D. Send ServiceNow record/task to NSSC CS L3 Center POC
E. If report has no findings and a zero balance, then NSSC SP L2 can resolve the ServiceNow record.

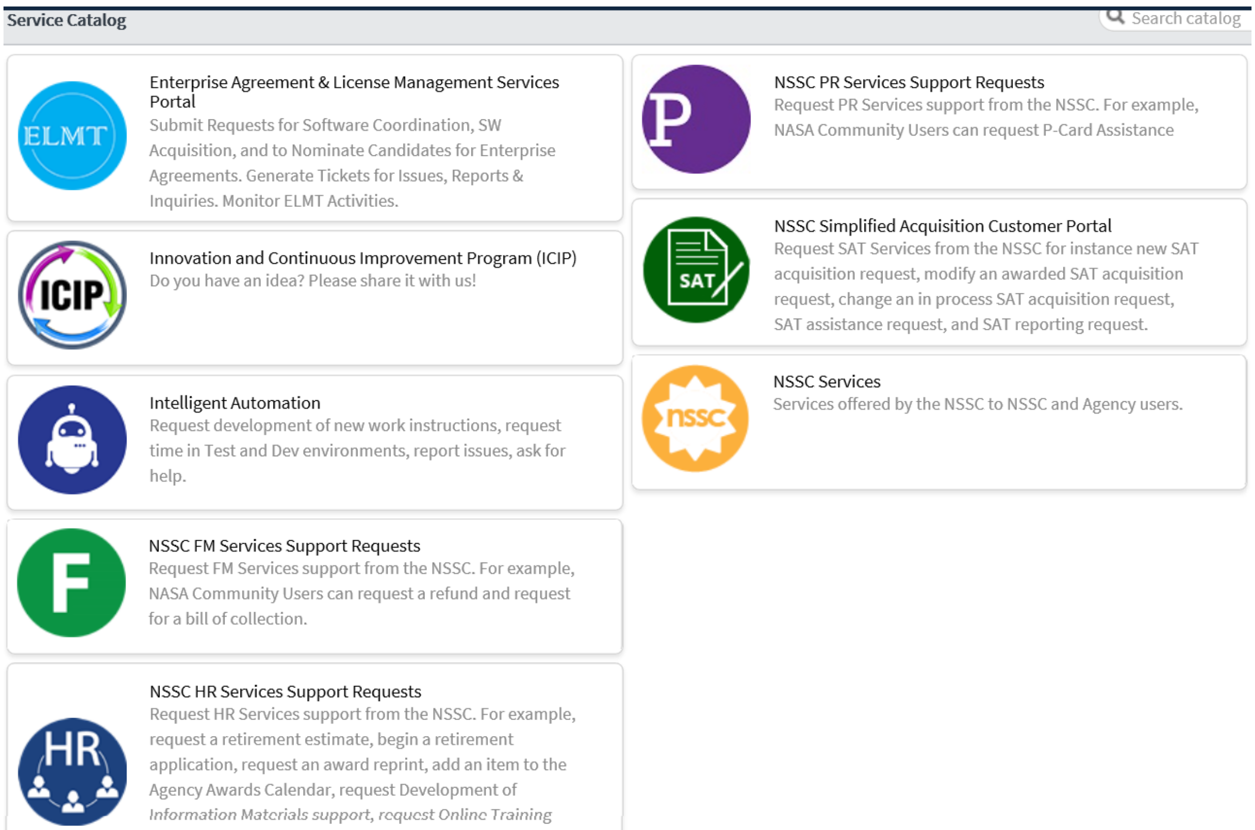
STEP 2. **NSSC CS L3** – Center POC will review outages by fund

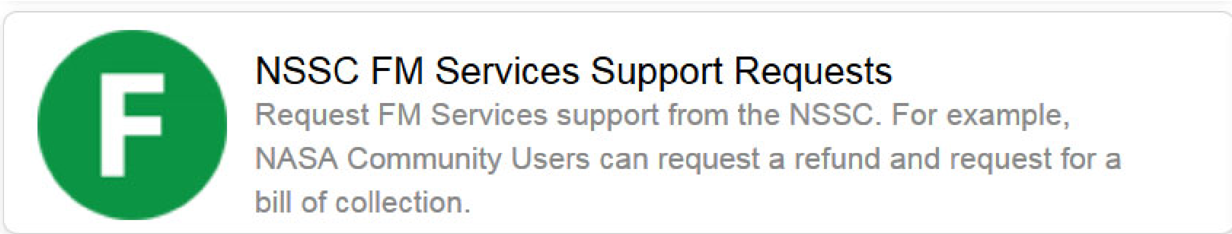
A. Create a ServiceNow record/task for each outage requiring NSSC action.
   1. If the action is to be completed by the NSSC SP L2 or another department, route ticket to NSSC SP L2/other department with direction to route back to POC once required actions are completed.
   2. NSSC SP generate an e-mail to send to anyone who has incurred a change of station unvouchered entitlement(s) with expiring funds and establishes a timeframe for completion of vouchering. Please see Appendix J for a sample e-mail
B. Relate all task to original WMS record

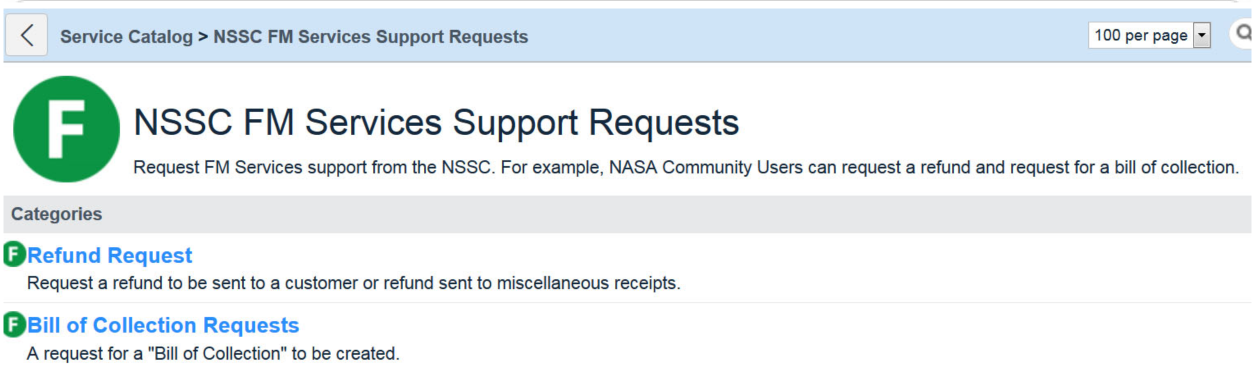
C. Update tracking template with WMS task and brief action description.
    1. Once WMS record has been created for NSSC actions, send e-mail to Center notifying them of actions being taken (include any SRs record/task, etc.)
    2. After e-mail is sent to Center, WMS task can be resolved.
    3. Once required actions are complete, re-run report to see if it falls off the BOBJ report.
    4. Notify Center the CMP canceling fund action has been completed
    5. Resolve the WMS record

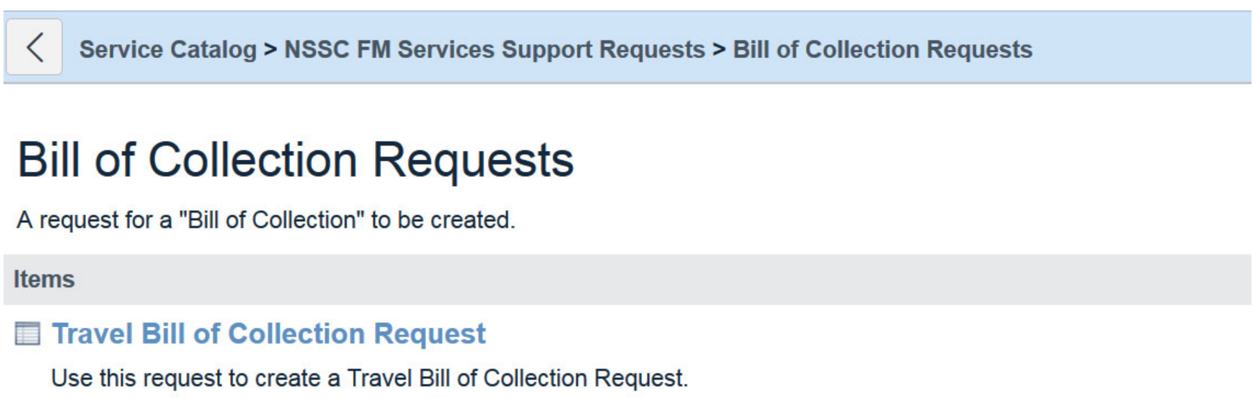
PROCESS 20 – ISSUING A BOC

STEP 3. **NSSC Travel (SP-L2)** – Fill out BOC request via WMS Portal (Service Catalog > NSSC FM Services Support Requests > Bill of Collection Requests > Travel Bill of Collection Request). A BOC will not be required for amounts less than the $75 Threshold.



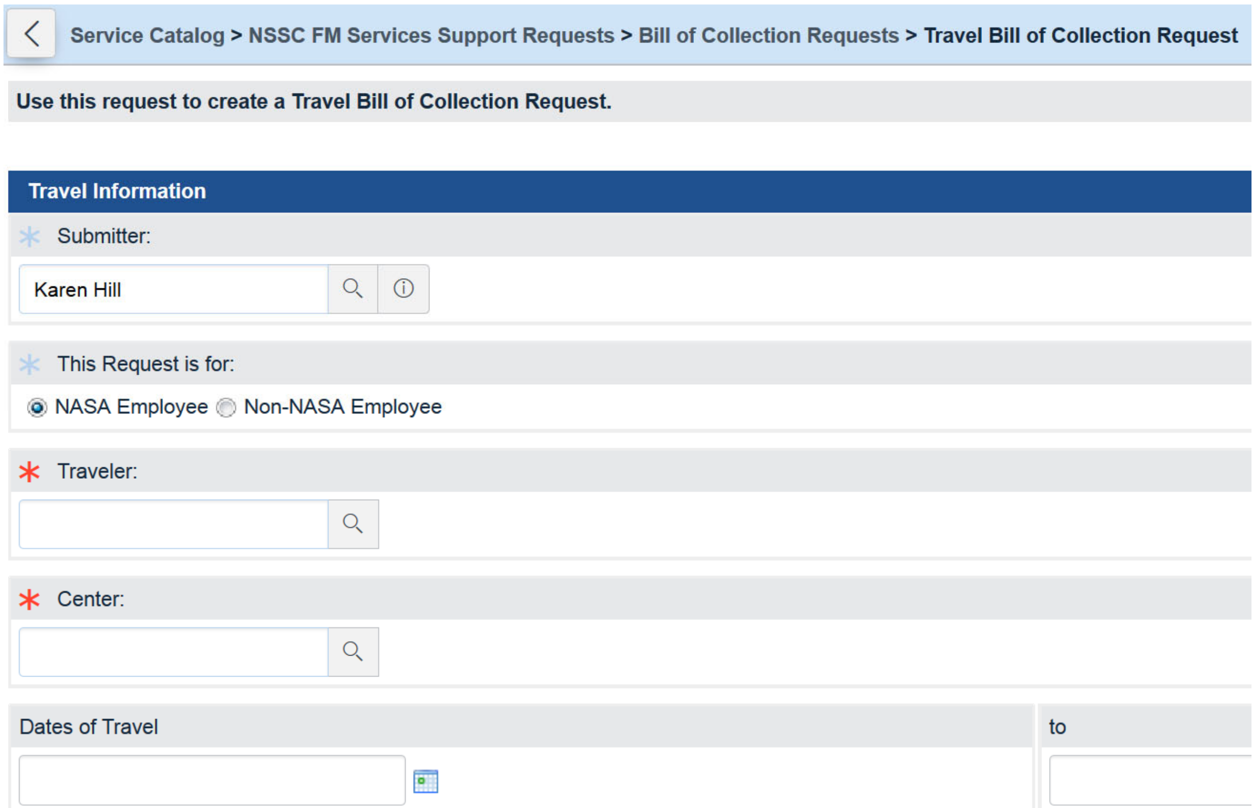




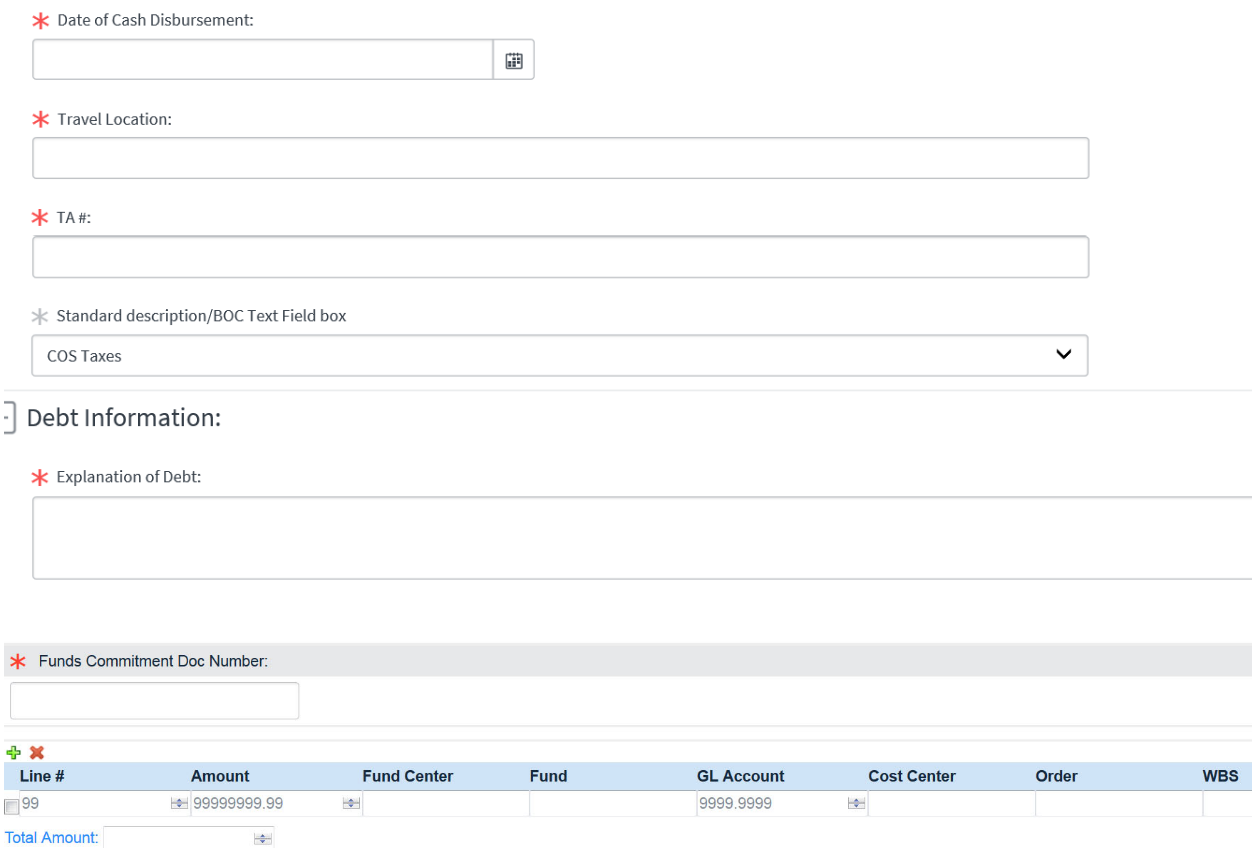


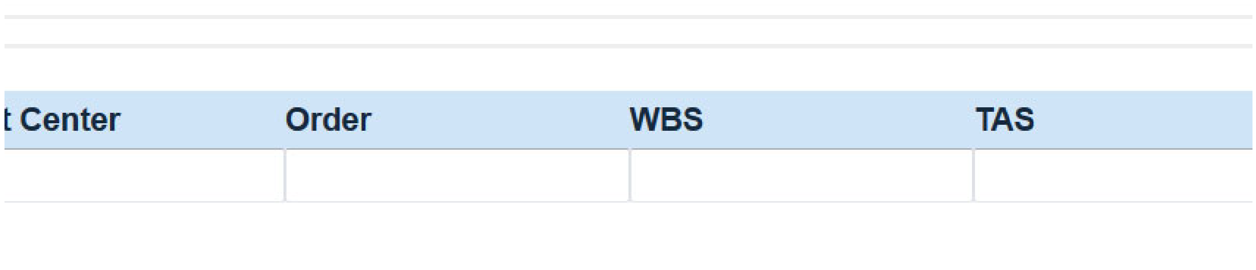
A. When issuing a BOC for an OCONUS traveler, provide a valid email address in the Explanation of Debt section of the BOC and place a comment in the Explanation of Debt section requesting AR to email the bill to the traveler as well as mail the bill to the traveler. For all Property Management, include the billing months.

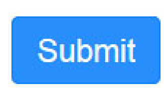
B. Enter all fields related to issuing the bill



C. For "Standard description/BOC" field, chose correct reason for BOC (Examples below are not all inclusive)
- RITA
- WTA
- COS Taxes

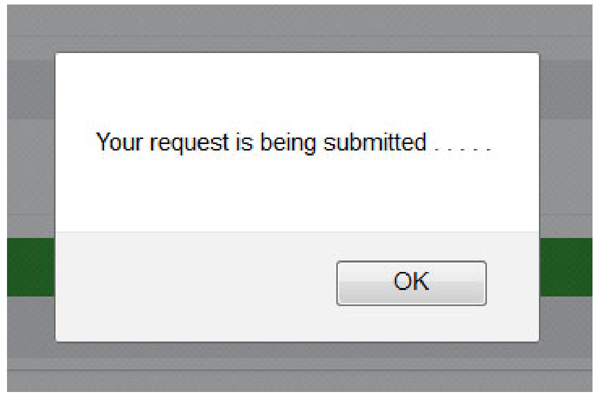




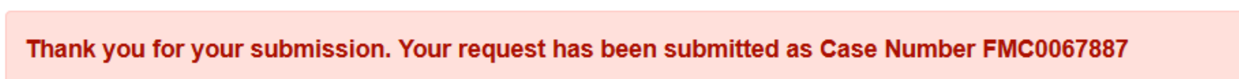


D. Once filled out, click Submit

1. You will see the following Pop Up:



2. Click OK
3. You will see a banner at the top of the Screen with the FMC number created.



4. Make a note of this record, so you can print it down to add to the EFC.

E. AR will resolve the record and task.
   1. 1575 is updated with the new AR record/task. The new AR record/task details and IDR are added into EFC along with the updated 1575.

F. Update 4782 with invoice payment.

G. Update EFC file:
   1. Update 1575's with invoice payment – "Print" soft copy via Adobe printer.
   2. Add TPC invoice/backup, moveLINQ voucher, and 1575 to EFC (1575 in Part 3, rest in Part 4).
      a) Download EFC file
      b) Add updated 1575 under Part 3 (newest documents kept at beginning of section)
      c) Add moveLINQ document and TPC invoice to Part 4 (newest documents kept at beginning of section) and Bookmark as "3rd Party Payment – month/year pmt".
      d) Update EFC in TechDoc (reserve, replace, release).
      e) BOC not required for amount of $75 or less.

METRICS

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
NSSC Financial Management / PCS	Approved En Route, Misc, Fixed/Lump sum Temporary Quarters, House hunting Trip (Fixed/Lump sum and Actual) vouchers		Validate and process 85% of PCS vouchers within six business days of receipt of a complete voucher (including adequate funding).
NSSC Financial Management / PCS	Approved Actual Temporary Quarters, Real Estate and Constructive Vouchers		Validate and process 85% of PCS vouchers within 15 business days of receipt of a complete voucher (including adequate funding).
NSSC Financial Management / PCS	Approved Relocation Income Tax Allowance (RITA), Extended TDY Tax Reimbursement Allowance (ETTRA), Storage of HHG, HMI, HHG and Professional Papers, Books & Equipment (PPB&E)		Validate and process 85% of PCS vouchers within 30 business days of receipt of a complete voucher (including adequate funding).

SYSTEM COMPONENTS (EXISTING SYSTEMS)

Existing Systems

IT System Title	**IT System Description**	**Access** Requirements
SAP Core Financial	SAP Core Financial (SAP GUI for Windows desktop software), located at Agency Applications Office (AAO)	User Access
SPS	Secure Payment System	IG & SP User Role
FPPS	Web Federal Personnel/Payroll System	User Access
B-Ready	Portal to AAO for access to International Electronic Machines (IEM) Corporation applications, reference materials, operations schedules, calendars, and Web-based services / Also references EPSS help and process reference information	User Support and User Access
Secure File Transfer Protocol (SFTP)	System for numerous secure files to transfer or a need to constantly transfer large files.	User Access
Invoice Routing and Information System (IRIS)	Invoice routing system for approval by the approving official as designated by Procurement on the contract/purchase order.	User Access
moveLINQ	Creating estimates and working vouchers for 2008 TA numbers forward	User Access

ServiceNow	Work management system	User Access

CUSTOMER CONTACT CENTER STRATEGY

Each activity requires a clearly defined Contact Center strategy which answers the question “Who will answer the call and handle the request” and defines the escalation parameters for the activity. Because of the varied nature of the NSSC’s activities and the volume of transactions, each activity has a unique Contact Center strategy. Refer to the NASA Shared Services Customer Contact Center Service Delivery Guide for the Contact Center strategy for this activity.

APPENDIX A – ACRONYMS

AAO	Agency Application Office
AAR	Audit Adjustment Report
ACOR	Alternate Contracting Officer's Representative
AP	Accounts Payable
AR	Accounts Receivable
AWMS	Accounts Payable Work Management System
BA	Business Area
BCC	Blind Courtesy Copy
BOBJ	Business Objects
BOC	Bill of Collection
BW	Business Warehouse
CBA	Centrally Billed Account
41 CFR	Code of Federal Regulations
CGE	Concur Government Edition
CONUS	Contiguous United States
COR	Contracting Officer's Representative
COS	Change of Station
CTO	Center Travel Office
CS	Civil Servant
CSRS	Civil Service Retirement System
DI	Document Imaging
DOI	Department of Interior
DRD	Data Requirements Document
EC	Entitlement Counseling
EFC	Electronic File Contents / Electronic File Copy

EFT	Electronic Funds Transfer
EOD	Entrance on Duty
eOPF	Electronic Official Personnel Folder
EPSS	Enterprise Performance Support System
ETDY	Extended Temporary Duty
ETTRA	Extended TDY Tax Reimbursement Allowance
EOD	Enter on Duty
EOPF	Electronic Official Personnel File
FAQ	Frequently Asked Questions
FC	Funds Commitment
FD	Functional Detail
FDS	First Duty Station
FERS	Federal Employee Retirement System
FI	Financial Invoice
FICA	Federal Insurance Contributions Act
FM	Financial Management
FPPS	Federal Personnel Payroll System
FTQ	Fixed Temporary Quarters
CFR	Code of Federal Regulations
GBL	Government Bill of Lading
GHS	Guaranteed Home Sale
GL	General Ledger
GLA	General Ledger Account
GOV	Government Owned Vehicle
GRS	General Records Schedule
GSA	General Services Administration
HHG	Household Goods

HHT	House Hunting Trip
HMI	Home Marketing Incentive
HR	Human Resources
IDR	Invoice Data Requirements
IEM	International Electronic Machines
IG	Inherently Governmental
IPA	Intergovernmental Personnel Act
IRIS	Invoice Routing and Information System
IRS	Internal Revenue Service
IT	Information Technology
JE	Journal Entry
LB	Lease Break
LSTQ	Lump Sum Temporary Quarters
LFT	Large File Transfer
M&IE	Meals & Incidental Expenses
MEA	Miscellaneous Expense Allowance
MOU	Memorandum of Understanding
MRI	Master Record Index
NASA	National Aeronautics and Space Administration
NEF	NASA Electronic Forms
NF	NASA Form
NID	NASA Interim Directive
NPR	NASA Procedural Requirements
NRRS	NASA Records Retention Schedule
NSSC	NASA Shared Services Center
NTE	Not to exceed
NTS	Non-temporary Storage

OASDI	Old Age, Survivors and Disability Insurance
OCONUS	Outside [the] Contiguous United States
OF	Optional Form
OTRAT	Overseas Tour Renewal Travel
PCS	Permanent Change of Station
PD	Period
PDF	Portable Document Format
PII	Personally Identifiable Information
PM	Property Management
POC	1-Point of Contact (refers to people); 2-Paid Outside of Closing (refers to real estate transactions)
POV	Personally Owned Vehicle
PPB&E	Professional Books, Papers & Equipment
PR	Purchase Request
QA	Quality Assurance
RIT	Relocation Income Tax
SAP	Systems, Applications & Products
SBU	Sensitive But Unclassified
Schedule SE	IRS Form to report Self Employment Income
SDG	Service Delivery Guide
SES	Senior Executive Service
SF	Standard Form
SFTP	Secure File Transport Protocol
SGL	Standard General Ledger
SIC	Strategic Integration and Communications Division
SIT	Storage in Transit
SLA	Service Level Agreement

SOD	Support Operations Directorate
SP	Service Provider
SPS	Secure Payment System
SR	Service Request
SSN	Social Security Number
STEP	Storage Tax Employee Portion
TA	Travel Authorization
TCS	Temporary Change of Station
TDY	Temporary Duty
TMC	Travel Management Center
TPC	Third Party Contractor
TQ	Temporary Quarters
TQSE	Temporary Quarters Subsistence Expense
URL	Uniform Resource Locator
USC	United States Code
UUPIC	Universal Uninform Personal Identification Code
VIP	Very Important Person
WBS	Work Breakdown Structure
WIP	Work in Progress
WMS	Work Management System
WTA	Withholding Tax Allowance
YTD	Year to Date

APPENDIX B – SAMPLE AUTHORIZATION WEBFORM

Date: Fri Jan 06 13:24:13 CST 2012

Requestor Information
Requestor NASA Site: Stennis Space Center
Requestor First Name: Jane
Requestor Last Name: Smith
Requestor E-mail: jane.smith@nasa.gov
Requestor Phone: 228-555-1212

Employee Information
Employee First Name: John
Employee Last Name: Smith
Departure City: Huntsville
Departure State: AL ALABAMA
Departure Zip: 35812
Home Phone (Current): 256-555-1212
Office Phone (Current): 256-555-1212
Cell Phone: 256-555-1212
E-mail (Office): john.smith@nasa.gov
E-mail (Home): john.smith@gmail.com
Duty Station (Current): Marshall Space Flight Center
Destination Reporting Station: Stennis Space Center
Proposed Enter On Duty: 04/01/2012
Destination State: MS MISSISSIPPI
Relocation Type: PCS Transfer
Is house hunting trip authorized?: Yes
Is temporary quarters authorized?: Yes

Is Guaranteed Home Sale (GHS) program authorized?: No

NOTICE: The NSSC suggests a placeholder be established for $83,000 if GHS is authorized or $18,000 if GHS is not authorized.

Fax signed Relocation Request along with proper supporting documentation (Offer letter, SF 50 or SF 52) to 1-866-779-NSSC; reference Form ID.

NOTE: If no, home sale direct reimbursement of 41 CFR allowable closing costs is still authorized.

Procurement / Obligation Information
PR Number (HHG and GHS): 420000000

PR Contact: Jane Smith
NOTICE: The NSSC will notify the Center for the amount to be obligated on the Purchase Request once the estimate is complete. Be advised, this funding does not cover direct reimbursement liabilities.
Center Providing Funding for Authorization: Stennis Space Center
Year Funding Will Be Used to Pay for Relocation: Fiscal Year 2012
Cost Center: 64X000
Funding Type: CMO
Fund: CASX12012D
WBS Element: 111.222.333.444 (HHG)
WBS Element: 111.222.333.445 (Direct Reimbursement)
WBS Element:

Center Information

The travel and relocation allowances authorized are in the interest and to the advantage of the Government, and the Change of Station is not made primarily for the convenience or benefit of the employee or at his or her request. Necessary expenses may be incurred in accordance with provisions of applicable financial laws and NASA regulations.

Is the new official station at least 50 miles further from employees current residence than the old official station is from the same residence in accordance with 41 CFR 302.6?: Yes
NASA Authorizer: Mr. Smith

NASA Authorizer Signature: ____

Center has informed the employee of his/her eligibility for relocation benefits authorized.
Informed by: Jane Smith

Remarks (Please limit to 4000 characters.):

For NSSC Use Only
TA Number: ______________________________

Above data is in reference to **Form ID: 6825_Relocation_Domestic.**

APPENDIX C – PR ANALYSIS DE-OBLIGATION FROMS

Generic PR Analysis De-Obligation Requests:

Deobligation / Transfer Request (*)

(*) This is a request only. Actual deobligation / transfer will be issued via Modification by Procurement

Please type or print legibly

Section A - Contract / PO / Grant

Deob From:	(Circle One)	***Indicate:***	Finance Only Obligation Deobligation Only Deob w/ Cost and/or Disb. Cost Transfer	**Transfer To:**	Contract / PO / Grant / Other (Circle One)
Number:	(Contract/Purchase Order/Grant Number)			Number:	(Contract/Purchase Order/Grant Number)
533 Contract?	(Circle One)	***Reason for Request:***	Per NSSC Request for Deobligation Reconcilation	533 Contract?:	Yes No (Circle One)
Name/Code:				Name/Code:	
Phone:				Phone:	

Section B - Accounting / Appropriation

**Please provide all known information regarding the cost to be reduced and/or transferred.

FROM: **TO:**

Reduce Cost PO	PL#	ALI#	Fund	GL Acct	Order	WBS Element	Cost Ctr	Amt.	Transfer To: PR	Fund	Cost Ctr	Order	WBS Element	Fund Ctr	Amt.
Total								0.00							0

Section C - Routing and Signatures

Title	(*) Route	Deobligation: Typed or Printed Name / Code / Signature	Date	Phone #	Transfer: Typed or Printed Name / Code / Signature	Date
Resources Analyst	1					
Finance / Resource Mgr	1					
Procurement / Mgr	1				Funds Certified for Obligation:	

(*) Required: 1 = Routine
2 = Close-Out or Otherwise as Required

JSC Specific PR Analysis De-Obligation Requests:

Last Updated 3/21/2019

De-obligation Request

This is a request only. Actual de-obligation will be issued via Modification by Procurement

(Please type or print legibly)

Section A – Contract / PO / Grant Information

NOTE: SEND TO FUNDS ACCOUNTING PRIOR TO PROCUREMENT

De-obligation From: Number: 533 Contract: Name/Code: (Cognizant Contract Specialist) (Phone#) (Resource Analyst) (Phone #)

X

Funds Accounting Approval

Section B – Accounting / Appropriation

Please provide all known information regarding the funds to be deobligated.

TO/DO/FO (PO#)	PR#	PO PLI#	PO ALI#	Fund	Cost Center	WBS Element	Obligation	Amt to De-ob	Remaining Ob	True Recovery Indicator	Reason for De-obligation	To Contract	Comments	OPTIONAL FIELD Providing Analyst
									-					
Total							$ -	$ -	$ -					

Section C – Routing

Title	Name / Organization Code	Date	Phone #
Funds Accounting Team*			
Cost Accountant			
Procurement *			

(*) Required

Send emails to js-funds-accounting-team@mail.nasa.gov

Note: Digital copies of the above forms are located at N:\TRAVEL\COS RELOCATION ASSISTANCE\RELOCATION CONTRACTOR\PR ANALYSIS\De-Obligation Form Templates. These digital copies will need to be attached to the PR Analysis email as applicable.

APPENDIX D - RESERVED

APPENDIX E – YEAR END CUT-OFF SAMPLE E-MAIL

The following e-mail should be sent, in early November, to all recipients of Change of Station Relocation orders in the Fiscal Year just closed out.

Be sure to update the dates in the body of the e-mail before sending to Travel L3 for approval.

Once approved, send the e-mail from the NSSC-COS Travel mailbox

From: NSSC-COS Travel
Subject: Calendar Year End Cutoff Dates - Change of Station Vouchers

Dear Traveler,

The NASA Shared Services Center (NSSC) Travel Office is preparing for activities related to calendar year-end closing and income reporting. Change of Station reimbursements are included on the employee’s Form W-2 and must be reported to NASA’s payroll provider, Department of Interior two weeks prior to the end of the year.

To allow sufficient time for reimbursement and reporting, we would like to process all vouchers that have not been submitted as soon as possible. Please review the list below and determine if you have any outstanding vouchers to submit for payment.

Be advised that Change of Station vouchers received by the NSSC after the dates noted below, may not be processed for payment until January 2021.

November 20, 2020, is the cutoff for the following vouchers to be received and processed:

Self-Storage of Household Goods

Dity Move – Self movement of Household Goods

Actual Temporary Quarters (ATQ)

Real Estate (Purchase and Sale)

Lease Break

December 04, 2020, is the cutoff for the following vouchers to be received and processed:

En Route

Househunting

Lump Sum Temporary Quarters

Miscellaneous Expense Allowance

Vouchers should be submitted by any of the following methods:

- NSSC Voucher Submission Webpage – Instruction link
- E-mail to nssc@nasa.gov with a subject of "Change of Station Voucher" or
- Fax to the NSSC using the Travel Receipt Cover Sheet located on the NSSC Customer Service Web.
    - Under "References" select "NSSC Travel Receipt Cover Sheet".
    - Complete the form and print it out to include with all travel vouchers, receipts, and correspondence faxed to the NSSC. The fax number for receiving documents is 1-866-779-6772 (1-866-779-NSSC).

If you have any questions or need further assistance, please contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail: nssc-contactcenter@mail.nasa.gov.

Please do not reply to this e-mail. If you have questions, please email nssc-contactcenter@mail.nasa.gov

Thank you,

NSSC Travel Office

Web: Change of Station

Fax: 1-866-779-6772

APPENDIX F – ANNUAL RITA SAMPLE E-MAIL

From: NSSC-COS Travel

Subject: Action Required - XXXX Relocation Income Tax Allowance (RITA) Submission

According to our records, you received taxable reimbursements for Change of Station (COS) expenses in the tax year XXXX. To comply with Code of Federal Regulations (CFR) 302-17.64, you must file a Relocation Income Tax Allowance (RITA) claim after you file your XXXX U.S. Income Tax Return (IRS Form 1040). Filing the RITA claim (voucher) ensures that NASA has reimbursed you for the appropriate amount of income taxes related to your COS.

Please provide the following documents. These forms can be found on the NASA Electronic Forms Web site (NEF) or directly accessed using the below links:

1. Travel Voucher - Optional Form (OF) 1012
   - Complete blocks 2, 5, and 7.
   - Enter the following statement in block 12: “RITA claimed for the Year 2019."
   - Sign and date block 13.

2. Statement of Income and Tax Filing Status - NF1842
   - Provide all required information on the form.
   - Sign and date.
   - If you are married and filing a joint return that includes your spouse’s income, your spouse’s signature is also required.

Carefully review the RITA instructions prior to completing the Statement of Income and Tax Filing Status (NF1842). Once completed, sign both documents listed above and submit to the NSSC using one of the following methods: NSSC Service Catalog (Change of Station Voucher Request), email to nssc@nasa.gov with the subject “RITA Voucher”, or fax your submission using the NSSC fax cover sheet to:

1-866-779-6772 (1-866-779-NSSC)
NASA Shared Services Center (NSSC) Travel Office
Attention: RITA Voucher

Once you have filed your XXXX Income Tax Return, you must submit your RITA Voucher to the NSSC within 30 days. If you have requested a tax filing extension, or if the IRS has extended the tax filing deadline, please contact the NSSC in regard to the due date.

More detailed information associated with this requirement can be found on the General Services Administration (GSA) Website by accessing 41 CFR 302-17 and also at NSSC Travel Customer Service Website. If you have any questions or need further assistance, please contact the NSSC at 1-877-677-2123 (1-877-NSSC123) or nssc-contactcenter@nasa.gov.

Thank you,

NSSC Travel Office
Web: https://www.nssc.nasa.gov/customerservice
Fax: 1-866-779-6772

APPENDIX G – NSSC FORM 0053

Clear Form | Print Record | E-mail Record

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

NASA SHARED SERVICES CENTER
STENNIS SPACE CENTER, MS 39529-6000

Finance Invoice (FI) Approval & Input Sheet

Do not use this form for WCF Advance Payment Requests - use NSSC Form 76 for WCF Advance Payment Requests.

Send Completed Form via E-mail to NSSC-AccountsPayable@nasa.gov or Fax Completed Form to 869-209-5415

☐ Print Blank Form

1. Date: 03/11/2017

2. NASA Center:

3. Pymt Req Date: mm/dd/yyyy

4. Sender Name:

5. Phone Number: 9999999999

6. E-mail address: name@somewhere.com

☐ **7. Employee**

☐ **8. Vendor**

9. Name and Address:

10. Invoice Number:

11. Amount (USD):

12. Service Description:

13. Accounting Classification:

14. G / L Account Number:	
15. Cost Center:	
16. Function Code:	
17. WBS:	
18. Fund:	
19. Fund Center:	
20. Earmark (If applicable):	

"I hereby certify and approve the attached invoice for payment by the NSSC from the Resources Funds provided above."
Approval signature must not be employee name above.

21. Approval for Payment Signature | **22. Title** | **23. Date**

mm/dd/yyyy | mm/dd/yyyy

24. Receipt Date (If applicable) | **25. Acceptance Date (If applicable)**

26. Special Handling Notes:

NSSC-Form-0053 05 / 2014 PREVIOUS EDITIONS ARE OBSOLETE

APPENDIX H – STANDARD FORM 3881

OMB No. 1510-0056

ACH VENDOR/MISCELLANEOUS PAYMENT ENROLLMENT FORM

This form is used for Automated Clearing House (ACH) payments with an addendum record that contains payment-related information processed through the Vendor Express Program. Recipients of these payments should bring this information to the attention of their financial institution when presenting this form for completion. See reverse for additional instructions.

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

AGENCY INFORMATION

FEDERAL PROGRAM AGENCY		
AGENCY IDENTIFIER:	AGENCY LOCATION CODE (ALC):	ACH FORMAT: ☐ CCD+ ☐ CTX
ADDRESS:		
CONTACT PERSON NAME:		TELEPHONE NUMBER: ( )
ADDITIONAL INFORMATION:		

PAYEE/COMPANY INFORMATION

NAME	SSN NO. OR TAXPAYER ID NO.
ADDRESS	
CONTACT PERSON NAME:	TELEPHONE NUMBER: ( )

FINANCIAL INSTITUTION INFORMATION

NAME:	
ADDRESS:	
ACH COORDINATOR NAME:	TELEPHONE NUMBER: ( )
NINE-DIGIT ROUTING TRANSIT NUMBER: __ __ __ __ __ __ __ __ __	
DEPOSITOR ACCOUNT TITLE:	
DEPOSITOR ACCOUNT NUMBER:	LOCKBOX NUMBER:
TYPE OF ACCOUNT: ☐ CHECKING ☐ SAVINGS ☐ LOCKBOX	
SIGNATURE AND TITLE OF AUTHORIZED OFFICIAL: (Could be the same as ACH Coordinator)	TELEPHONE NUMBER: ( )

AUTHORIZED FOR LOCAL REPRODUCTION

SF 3881 (Rev. 2/2003)
Prescribed by Department of Treasury
31 U S C 3322; 31 CFR 210

APPENDIX I – MLINQ-ESTIMATE E-MAIL TO CENTERS

From: XXXXXX

Sent: Tuesday, June 06, 2017, 11:29 AM
To: Center POCs

Cc: Hill, Karen D. (NSSC-NSSC)[Service Provider] <karen.d.hill@nasa.gov>; Hydorn, Carole R. (NSSC-NSSC)[Service Provider] <carole.r.hydorn@nasa.gov>; Rolfe, Jeanie O. (NSSC-NSSC)[Service Provider] <jeanie.o.rolfe@nasa.gov>; Borne, Karen M. (NSSC-XD01B) <karen.m.borne@nasa.gov>; Ricco, Lisa M. (NSSC-NSSC)[Service Provider] <lisa.m.ricco@nasa.gov>; Tabor, Joan A. (NSSC-XD01B) <joan.tabor@nasa.gov>; Reyes, Michael E. (NSSC-XD01B) <michael.reyes@nasa.gov>
Subject: GSFC COS Funds Commitment - XXXXXXX

Good morning,

COS funding has been created in SAP for the following personnel (Funding estimate is attached)

Name	Document Number
XXXXXXX	400987345

APPENDIX J – 10.6B CMP E-MAIL TO TRAVELER

From: NSSC-COS-Travel
Sent: {date}
To: {Traveler}
Subject: Response Required -- Open Relocation Entitlements – {TA}

Dear {Traveler},

The NSSC Travel Office has recently completed a review of your reimbursement file regarding your Change of Station move on Travel Authorization (TA) number {TA}.

NASA has allocated funds specifically for your Change of Station move. The funding used for this relocation is canceling at the end of this fiscal year (September 30). Your response is critical to ensure that funds set aside, are either used to reimburse expenses for this relocation, or de-obligated before September 30. Please take a moment to ensure all your expenses have been claimed and any outstanding entitlements are still valid expected expenses.

Our records indicate a claim/voucher for the following entitlement(s) remains outstanding:

- xxxxxxxx
- xxxxxxxx

Please respond with the appropriate action referenced below:

1.) If you incurred any expenses related to the above entitlement(s), submit your claim/voucher as expeditiously as possible.

2.) If you have not yet incurred the aforementioned expense(s), but still anticipate doing so before the expiration of the entitlement(s); confirm this intention via email at NSSC-ContactCenter@nasa.gov. Include your TA number in your communication.

3.) If you do not anticipate incurring any expenses associated with the entitlement(s) annotated above, send an e-mail to NSSC-ContactCenter@nasa.gov advising us of that decision. Be sure to include your TA number.

A timely response to this inquiry will expedite the release of these allocated funds back to your Center for use before expiration.

We are dedicated to providing the best possible service and look forward to assisting you. If you need assistance completing a voucher, you may review https://www.nssc.nasa.gov/cosworksheet on the Web or contact the NSSC Customer Contact Center at 1-877-677-2123 (1-877-NSSC123).

Thank you in advance for your assistance.

NSSC
Travel Office
Web: https://www.nssc.nasa.gov/travel
Fax: 1-866-779-6772

-- PLEASE DO NOT REPLY TO THIS E-MAIL -- THIS IN-BOX IS NOT MONITORED --

APPENDIX K – FINAL REQUEST – ACTION REQUIRED – RITA CLAIM SAMPLE E-MAIL

From: NSSC-COS-Travel
Subject: FINAL REQUEST - ACTION REQUIRED - RITA CLAIM

Your attention to this correspondence is imperative to avoid a Bill of Collection action. This follow up notification is the final notice you will receive for your required submission.

The NSSC Travel Office has completed a review of your Change of Station (COS) employee reimbursement file regarding the move associated with TA# 10XXXXT053. According to our records, you received Withholding Tax Allowance in the amount of $ XXX.XX for Change of Station expenses reimbursed during Tax Year 2019. In compliance with the Code of Federal Regulations (CFR) 302-17, you are required to file a Relocation Income Tax Allowance (RITA) claim to ensure that you have been properly reimbursed for your tax liability.

To process your XXXX RITA claim, please provide the following documents. The forms, which can be found on the NASA Electronic Forms Web site (NEF), may be accessed using the links provided below:

1. Travel Voucher - Optional Form (OF) 1012
    - Complete block numbers 2, 5 through 7
    - Sign and date in block 13

2. Relocation Income Tax Allowance Certification - NF1842
    - Provide all required information on the form
    - Sign and date at the bottom of the form
    - If you are married and filing a joint return that includes your spouse's income, your spouse's signature is also required

Once completed, sign both documents listed above and submit to the NSSC using one of the following methods: NSSC Service Catalog (Change of Station Voucher Request), email to nssc@nasa.gov with the subject "RITA Voucher", or fax your submission using the NSSC fax cover sheet to:

1-866-779-6772 (1-866-779-NSSC)

NASA Shared Services Center (NSSC) Travel Office
Attention: RITA Voucher

Your cooperation is critical to ensure that your Center's financial obligations are executed efficiently. It is also important to know that NASA has encumbered funds specifically for your Change of Station RITA. Upon submission of your voucher, any excess funding can be redirected to support other initiatives.

Failure to respond to this request before XXXXX XX, XXXX will result in a Bill of Collection for the Withholding Tax Allowance in the amount of $ XXX.XX, which constitutes all taxable monies paid on your behalf to the Internal Revenue Service for your Change of Station. It is important to know that prior to approval of your Permanent Change of Station (PCS), you were provided and signed an "Employee Agreement for Repayment of the Withholding Tax Allowance". Specifically, this agreement states "Failure of the employee to comply with this requirement will preclude the Agency's payment of the Withholding Tax Allowance." Under these circumstances, an employee would be required to repay NASA any excess amount paid as a Withholding Tax Allowance.

More detailed information associated with this requirement can be found on the General Services Administration (GSA) Web site by accessing 41 CFR 302-17 and also at NSSC Travel Customer Service Web site.

If you need assistance completing a voucher, you may go to COS Voucher Assistance on the Web, contact us at 1-877-677-2123 (1-877-NSSC123) or by e-mail at nssc-contactcenter@nasa.gov.

Thank you,
NSSC Travel Office
Web: https://www.nssc.nasa.gov/customerservice

Fax: 1-866-779-6772

APPENDIX L – MANUAL PROCESS – RELOCATION ESTIMATE

Beginning in 2008 the NSSC adopted a new processing system for relocation orders and estimates. moveLINQ is the primary tool for estimates; however, an Excel spreadsheet is retained and occasionally used to compute estimates for orders/amendments and for funds obligation assistance as necessary.

Funding Estimates

1) Retrieve appropriate cost estimating worksheet master file from TechDoc based on the type of transfer (First Duty, Transferee, or NASA Flex). TechDoc location is /FM/Travel/COS-Vouchers/-Tools_and_Tips/Relocation/Pre_mLINQ_Estimation_Workbook/ .
   a) As an example, for an employee transferring to Headquarters, the master file name would be HQ-10CP06FMASTER.xls for a First Duty assignment or HQ-10C06TMASTER for a Transferee (PCS, TCS, or SES last move home). For NASA Flex, use the T master file as a base and save replacing the T with an N.

2) Save the master file in the FUNDING ESTIMATE ACTIVE WORKSHEETS Excel folder using the following format:
   LASTNAME, FIRSTNAME_CCTTYYEXXX where…
   LASTNAME: Last name of traveler
   FIRSTNAME: First name of traveler
   CC : Funding Center ID number
   TT: Type of move (Ex: CP, CT)
   YY: Fiscal year TA was issued
   E: Employee Type (Ex: T for Transferee, F for First Duty, N For NASA Flex
   XXX: Sequence number assigned on travel authorization worksheet (can usually be found on NF1450, block 1a – last 3 digits).

3) In the “PCS 1st DUTY TRANSF FUNDING” tab, complete <u>only</u> the shaded areas of the worksheet:
   a) Heading:
      a. Center: New Center (NF1450, block 6a)
      b. Name: Traveler name, input as Last name, first name, middle initial (NF1450, block 2)
      c. TA#: Travel authorization number (NF1450, block 1a)
      d. SSN: Only last 4 digits of SSN (NF1449, block 3)
      e. Vendor: Employee vendor code SAP (should be manually documented in margin at top of NF1450).

f. EOD: Enter on Duty date (NF1450, block 7)
g. From: Center from which employee is being transferred (NF1450, block 5). If not transferring from a Center, input state from which employee is transferring.
h. To: Center to which employee is being transferred (NF1450, block 6a)

b) Travel Dates: Days employee will be traveling (NF1450, block 9) – note an “En route” is a one way trip. Enter travel dates on appropriate line item for PCS vs. TCS.
c) Input date prepared and SAP date (should be same as date prepared) in cells L1 and M1.

Section 1: En route

Entitlements are the same for PCS and TCS. Refer to 41 CFR 302-3.412 and 41 CFR 302-4**.**

1) **Employee**: (See NF1450 block 12c for authorized travel mode.)
   a) **En route Automobile Transportation Miles:** Enter distance from Rand-McNally map +5% for cushion (41 CFR 302-4.201).
   b) **En route Per Diem Full rate:** Enter Standard CONUS rate (41 **CFR** 302-4.200 thru .202). See Rate Summary Sheet tab. Only the employee receives full per diem for En route.

2) **Spouse/Dependent (SPO/DEP):** (See NF1450, blocks 12a and b for authorization of family travel and travel mode.) Note: Family travel is addressed in 41 CFR 302-4.100 and 302-4.203 thru .302.
   a) **En route Automobile Transportation Rate:** Check current mileage rate per 41 CFR 302-4.300.
   b) **En route Automobile Transportation Miles:** Same mileage as employee whether or not in the same car (41 CFR 302-4.500).
   c) **En route Per Diem No. of People (applicable to Transferee only):** Input as follows (41 CFR 302-4.203 thru 302-4.206):
      i. **Line 1: Employee (or spouse if traveling separately at different time)** who is reimbursed at 100% of per diem rate (41 CFR 302-4.204).
      ii. **Line 2:** Number of family members age 12 or older who are reimbursed at 75% of per diem rate (41 CFR 302-4.206). This includes spouse if not traveling separately.
      iii. **Line 3:** Number of children under 12 who are reimbursed at 50% of per diem rate (41 CFR 302-4.206).
   d) **En route Transportation Airfare Rate:** Cost of one-way airfare based on current rates obtained from City Pair if approved on NF1450, block 12a – d.
      i. **No. of People:** Number of people for which airfare has been authorized (see NF1450, block 12a - c).

Section 2: House hunting:

Authorized on NF1450, block 13a. HHT expense entitlements are addressed in 41 CFR 302-5.

NOTE: The Relocation calculator tool for House Hunting can be found in Tech Doc under Tools and Tips.

1) **Per Diem Rate - Actual Cost:** For the employee, input per diem rate based on standard CONUS or locality rate based on New Center on line 1 based on GSA rate schedule (www.gsa.gov). For the employee's spouse, input 75% of employee's per diem rate on line 2. See NF1450, blocks 13a and 13b regarding who is authorized to travel on HHT.
    a) **No. of Travel Days:** Authorized number of travel days per NF1450, block 13c. (41 CFR 302-5.11)
    b) **Per Diem Fixed/Lump Sum Cost Locality Rate:** GSA rate for receiving locality. (www.gsa.gov)
    c) **Per Diem Fixed/Lump Sum Cost Factor:** Input a 1 on line 1 if employee and spouse are traveling on HHT; or input a 1 on line 2 if employee is traveling alone.
    d) **Mileage Rate if Driving:** Use current GSA approved rate for mileage.
    e) **Mileage Factor if Driving:** Distance as determined by online mileage calculator. Pertains to actual or fixed/lump sum cost.
    f) **Airfare – Round Trip Fare Rate:** Cost of round trip airfare based on current rates obtained from City Pair screenshot to ensure fair booked is not over authorized amount.
    g) **Airfare - No. of Persons Traveling Rate:** Number of persons authorized to travel per NF1450, block 13b.
    h) **Rental Car Rate:** If authorized in NF1450, block 13d, input standard average daily rental rate of $60.
    i) **Rental Car Factor:** Number of days authorized as indicated in NF1450, block 13c.

Section 3: Temporary Quarters

Authorized on NF1450, block 15a. Temporary Quarters Subsistence Expense (TQSE) entitlements are addressed in 41 CFR 302-6.

1) **No. of Persons – Actual Cost First 30 Days:** On line 1, input 1 for employee or 2 for employee and spouse if spouse is traveling separately. On line 2, input the number of dependents age 12 and older who are authorized to travel, including spouse if he/she is traveling at the same time as employee and not included on line

1. On line 3, input the number of dependents under the age of 12 who are authorized to travel. (41 CFR 302-6.100 thru .102)
    a) **No. of Persons – Actual Cost Second 30 Days:** On line 1, input 1 for employee or 2 for employee and spouse if spouse is traveling separately. On line 2, input the number of dependents age 12 and older who are authorized to travel, including spouse if he/she is traveling at the same time as employee and not included on line 1. On line 3, input the number of dependents under the age of 12 who are authorized to travel. (41 CFR 302-6.100 thru .102)
    b) **Locale rate – Lump Sum Cost:** Rate for locality of New Center as per GSA (www.gsa.gov). (41 CFR 302-6.200 thru .203)
    c) **No. of Persons – Lump Sum Cost:** On line 1, input 1 for employee; on line 2, input number of additional family members. (41 CFR 302-6.200 thru .203)

Section 4: Real Estate Estimated Cost

Entitlements are authorized on NF1450, block 16 and addressed in 41 CFR 302-11. Relocation and property management services may be authorized on NF1450 are not included in the estimate.

a) **Unexpired Lease – Actual Cost:** Input cost to break lease indicated on NF1449 Block 18m. (41 CFR 302-11.320-.321)
b) **Sale:** Proceeds from sale of old house. Note associated costs are computed as 10% of the sale value for estimating purposes. Employee will file actual cost with voucher later. If traveler is part of the GHS program, the rate is 27% of the sale price. Funds are set aside on the PR Contract, not on the FC document.
c) **Purchase:** Amount paid for new house. Note associated costs are computed as 5% of the purchase price of new home for estimating purposes. Employee will file actual cost with voucher later.
d) **HMI:** No input required. HMI awards are paid to PCS employees who are selling their home to TPC, and bring a bona fide buyer to the table within 60 days. An award fee is calculated by a third party and processed by the voucher technician.

Section 5: Miscellaneous Cost

Entitlements are authorized on NF1450, block 11 and addressed in 41 CFR 302-16.

a) **No. of Persons**: Input the number 1 in the appropriate box: for a single individual, the standard reimbursement is $650; for employee with family, the standard reimbursement is $1,300 in total (not $1,300 per person in the family).

Section 6: HHG (Commercial Bill of Lading (CBL))

Note: Household goods entitlements are authorized on NF1450, block 14 and addressed in 41 CFR 302-7 and 302-8.

a) **Cost (HHG CBL):** Input the amount from the pre-move survey provided by TPC. Funds are set aside on PR Contract, not on FC document.

Section 7: Shipment of POV

Authorized on NF1450, block 14g and addressed in 41 CFR 302-9. Also, remove mileage from En route calculation and input one way airfare and number of people authorized to fly.

a) **Rate:** From the cost comparison worksheet with travel orders, sum of airfare cost plus productivity cost. Funds are set aside on PR Contract, not on FC Document.
b) **No. of Vehicles:** Number of vehicles authorized for shipment. There will be a cost comparison for each vehicle if more than one.

APPENDIX M – MANUAL PROCESS – VOUCHERS

Appendix M1 – House Hunting Trip (Fixed/Lump Sum)

Refer to 41 CFR 302-3.413(a) and 41 CFR 302-5 for regulations governing reimbursement for HHT.

1) Receive signed HHT voucher (SF 1012) and supporting receipts for expenses other than lodging and meals.
2) If POV is used to make HHT and the map isn't in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from old Center to new Center. Check the employee's mileage against the map. The employee should be allowed the mileage indicated on SF 1012 regardless of the map as long as it is within 5% of mileage indicated by the map. If employee's distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
3) If air transportation is used, ensure the airfare receipt/itinerary has been included.
4) If applicable, receipts for rental car (regardless of amount), and other receipts for expenses >$75 (rental car gas, parking tolls, cabs, etc.) are attached and agree with information documented on the SF 1012.
5) Compare HHT voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
   a) Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
   b) Ensure HHT date is after signature date on Service Agreement (filed with travel orders) but before the EOD date or physical report date, whichever is later.
   c) Observe marital status. Consider whether or not expenses claimed should include spouse. No reimbursement is provided for other dependents who participate in the HHT.
   d) If POV is used, determine mileage rate is correct. Note vicinity mileage is not available if using a rental car (but gas is allowed).
      i. When driving to/from airport, the higher rate is used.
      ii. When driving to the new duty station the lower COS rate is used.
      iii. Vicinity Miles use the lower COS rate.
   e) The correct per diem locality rate is used (for the new Center). For lump sum rate reimbursement, receipts for lodging and meals are not required since employee is being reimbursed based on locality rate. Note for lump sum HHT, if the employee travels alone, or if the spouse travels alone, they are paid the locality rate times a multiplier of 5. If they travel together, they are paid the locality rate times a multiplier of 6.25 (41 CFR 302-5.13).

f) Receipts for airline (airline itinerary), rental car, rental car gas, parking tolls, cabs, etc. are attached and agree with information documented on the SF 1012.
g) If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate the reimbursement both ways and pay the lesser of the two. This is a constructed cost.
h) If airfare is claimed, contact third party contractor to determine what method was used to pay for airline tickets. If paid by Centrally Billed Account (CBA) (i.e., NASA pays directly), don’t reimburse employee for airfare, but claim as Third Party reimbursement in moveLINQ software.
i) Expenses are properly totaled.

6) Open manual worksheet:
   a) Open 2006Worksheet-transferee.xls and save as “Last Name, First Name Center Abbr and Entitlement Type.
   b) In the calculation worksheet, complete Information Sheet tab and update the appropriate Fixed HHT entitlement tabs (FIXEDHHT, FIXEDHHTTXS, RECAPFIXHHT) using information from SF 1012.
   c) Print a copy of the Information sheet and the worksheets.
7) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.2123.
8) Capture screenshot and save.
9) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
10) Complete Form FB60 and finalize Voucher Review Checklist.
11) Stamp the SF 1012 in lower right corner with Adobe stamp “See Backup for Calculations.”
12) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
   a) Voucher Review Checklist
   b) Form FB60
   c) Final Flag (if applicable)
   d) SF 1012 page 1 (signed)
   e) If 2007 or prior:
      i. PCS Relocation Payment Worksheet (payment breakdown)
      ii. PCS Worksheet for Travel Accounting (tax data)
      iii. PCS Per Diem worksheet for HHT
   f) If 2008 and after:
   g) moveLINQ calculations sheets
   h) Receipts/Supporting documentation, including SF 1012 page 2

i) PCS (Information) Worksheet
j) SAP FC Document
k) SAP Consumption, if applicable
l) SAP Banking
m) FPPS Banking
n) FPPS State
o) FPPS FICA, current PD and YTD

13) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
14) When returned and approved from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form (Tab) in WMS.
15) Save updated voucher package file to WMS.
16) Route WMS ticket back to tech for posting.

Appendix M2 - House Hunting Trip (Actual)

Refer to 41 CFR 302-3.413(a) and 41 CFR 302-5 for regulations governing reimbursement for HHT trips.

1) Receive signed HHT voucher (SF 1012) and supporting receipts.
2) If POV is used to make HHT and the map isn't in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from Center to new Center. Check the employee's mileage against the map. The employee should be allowed the mileage indicated on SF 1012 regardless of the map as long as it is within 5% of mileage indicated by the map. If employee's distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
3) Compare HHT voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
   a) Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
   b) Ensure HHT date is after signature date on Service Agreement (filed with travel orders) but before EOD date or physical report date, whichever is later.
   c) Observe marital status. Consider whether or not expenses claimed should include spouse. No reimbursement is provided for other dependents who participate in the HHT.
   d) If POV is used, determine mileage rate (including vicinity mileage if applicable) is correct. **Note**: vicinity mileage is not available if using a rental car (but gas is allowed).
      i. When driving to/from Airport, the higher rate is used.
      ii. When driving to the new duty station the lower COS rate is used.
      iii. Vicinity Miles use the lower COS rate.
   e) Hotel/lodging receipts are attached and properly recorded and dates concur with date of trip. Also ensure the number of days being claimed agrees to the number of days authorized. **Note**: a 10-day authorized HHT is equivalent to 9 nights of lodging.
   f) If applicable, receipts for airline, rental car (regardless of amount), and other receipts for expenses >$75 (rental car gas, parking tolls, cabs, etc.) are attached and agree to information documented on SF 1012.
   g) If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate reimbursement both ways and pay the lesser of the two.
   h) If airfare is claimed, contact TPC to determine what method was used to pay for airline tickets. If paid by CBA (i.e., NASA pays directly), don't

reimburse employee for airfare, but claim as Third Party reimbursement in moveLINQ software.

i) Expenses are properly totaled.

4) Open manual worksheet:
   a) Open 2006Worksheet-transferee.xls and save as “Last Name, First Name Center Abbr and Entitlement Type.
   b) In the calculation worksheet, complete Information Sheet tab and update the appropriate Actual HHT entitlement tabs (HHUNT, HHTTAX, RECAPHHT) using information from SF 1012. Print a copy of the information sheet and the worksheets.
5) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.2123.
6) Save a copy.
7) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
8) Complete Form FB60 and finalize Voucher Review Checklist.
9) Stamp the SF 1012 in lower right corner with Adobe Stamp “See Backup for Calculations”.
10) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
   a) Voucher Review Checklist
   b) Form FB60
   c) Final Flag (if applicable)
   d) SF 1012 page 1 (signed)
   e) If 2007 or prior:
      i. PCS Relocation Payment Worksheet (payment breakdown)
      ii. PCS Worksheet for Travel Accounting (tax data)
      iii. PCS Per Diem worksheet for HHT
   f) If 2008 and after:
      i. MoveLINQ calculations sheets
   g) Receipts/Supporting documentation, including SF 1012 page 2
   h) Permanent Change of Station (Information) Worksheet
   i) SAP Funds Commitment (FC) Document
   j) SAP Consumption, if applicable
   k) SAP Banking
   l) FPPS Banking
   m) FPPS State
   n) FPPS FICA, current PD and YTD
11) Route WMS ticket, with voucher package attached, to FM-CS for review.
   a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.

12) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
13) Save updated voucher package file to WMS ticket.
14) Route WMS ticket back to tech for posting.

Appendix M3 - En-route

Refer to 41 CFR 302-3.412(a) and 41 CFR 302-4 for regulations governing reimbursement for En route.

1) Receive signed En route voucher (SF 1012) and supporting receipts, if applicable.
2) If the map isn’t in the file, open the online mileage calculator and save copy of the map. Mapped travel distance should be from Center to Center. Check the employee’s mileage against the map. The employee should be allowed the mileage indicated on SF 1012 regardless of the map as long as it is within 5% of mileage indicated by the map. If employee’s distance is greater than 5%, then cap mileage to the distance on the map including the 5% extra.
3) Compare En route voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
    a) Double check the service agreement to determine if this is a First Duty versus a Transfer since reimbursement rules differ.
    b) Ensure expense reimbursement requested agrees with authorized entitlements on NF1450.
    c) Ensure En route date is after signature date on Service Agreement (filed with travel orders).
    d) Observe marital status and number of dependents. Consider if entitlements are consistent with reimbursement rules.
    e) If spouse and dependents are included, observe if travel is on same or different days to ensure reimbursement is properly calculated. If traveling on different days, expenses must be claimed on separate vouchers.
    f) Determine mileage rate is correct. Odometer reading is not required as long as employee has indicated mileage. If there is no mileage recorded, ask traveler to provide mileage driven.
    g) If voucher is for a <u>one day</u> En route (<12 hours), the traveler must record travel times. It may be necessary to call the employee to get the travel times. A meal per diem is not paid for trips less than 12 hours but lodging is available if it spans at least 2 days and appropriate miles have been traveled. Traveler is reimbursed at 75% of M&EI rate on the day of departure and the day of return. Days in between are reimbursed at 100%. Lodging and meals are reimbursed based on Standard CONUS rates.
    h) If employee digresses from travel orders, reimbursement is limited to what is authorized in the orders. For example, if the employee is authorized to drive but decides to fly and submits an airfare expense, calculate reimbursement both ways and pay the lesser of the two.
    i) If airfare is claimed, review itinerary and/or receipt to determine what method was used to pay for airline tickets. If paid by CBA (i.e., NASA pays

directly), don't reimburse employee for airfare, but claim as Third Party reimbursement in moveLINQ software.

j) If lodging is claimed, review receipts for disallowed items such as pet fees, movie rentals, alcohol, etc.

k) If lodging exceeds the max allowed, prorate the taxes and allow the percentage that would have been incurred based on the maximum lodging amount.

4) Open manual worksheet:
   a) Open 2006Worksheet-transferee.xls or 2006Worksheet-First duty.xls and save as "Last Name, First Name Center Abbr and Entitlement Type."
   b) In calculation worksheet, complete Information Sheet tab and update the appropriate En route entitlement tabs using information from SF 1012. Print a copy of the Information sheet and the En route worksheets.
   c) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.2123 and applicable tax lines.
   d) Print a copy.
   e) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.

5) Complete Form FB60 and finalize Voucher Review Checklist.
6) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations."
7) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
   a) Voucher Review Checklist
   b) Form FB60
   c) Final Flag (if applicable)
   d) SF 1012 page 1 (signed)
   e) If 2007 or prior:
      i. PCS Relocation Payment Worksheet (payment breakdown)
      ii. PCS Worksheet for Travel Accounting (tax data)
      iii. PCS Per Diem worksheet for HHT
   f) If 2008 and after:
      i. MoveLINQ calculations sheets
   g) Receipts/Supporting documentation, including SF 1012 page 2
   h) Permanent Change of Station (Information) Worksheet
   i) SAP Funds Commitment (FC) Document
   j) SAP Consumption, if applicable
   k) SAP Banking

  l) FPPS Banking
  m) FPPS State
  n) FPPS FICA, current PD and YTD
8) Route WMS Ticket, with voucher package attached, to FM-CS for review.
  a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
9) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
10) Save updated voucher package file to WMS ticket.
    Route WMS ticket back to tech for posting.

Appendix M4 - Miscellaneous Expense Allowance (MEA)

Refer to 41 CFR 302-3.412(e) and 41 CFR 302-16 for regulations governing reimbursement for miscellaneous expenses.

1) Receive signed MEA voucher (SF 1012).
2) Compare MEA voucher (SF 1012) to travel orders (NF1450 block 11) to make sure employee is filing expenses for appropriate entitlement. A request for actual reimbursement is allowed. Observe travel dates of family members. If family has not enrouted, pay only the traveler's portion. Notify traveler family portion should be claimed when they move. See regulations for guidelines (41 CFR 302-16.103-104).
3) If a 2007 or older TA number:
   a) Open 2007 Worksheet-transferee.xls and save as "Last Name, First Name Center Abbreviation and Entitlement Type."
   b) In calculation worksheet, complete Information Sheet tab and update the Miscellaneous entitlement tabs (MISCTXS, RECAPMISC) using information from SF 1012.
   c) Print a copy of the Information sheet and the entitlement tabs.
   d) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.1281.
   e) Print a copy.
   f) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
4) If 2008 or later TA number, use moveLINQ to process voucher.
5) Complete Form FB60 and finalize Voucher Review Checklist.
6) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations."
7) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
   a) Voucher Review Checklist
   b) Form FB60
   c) Final Flag (if applicable)
   d) SF 1012 page 1 (signed)
   e) If 2007 or prior:
      i. PCS Relocation Payment Worksheet (payment breakdown)
      ii. PCS Worksheet for Travel Accounting (tax data)
      iii. PCS Per Diem worksheet for HHT
   f) Receipts/Supporting documentation, including SF 1012 page 2
   g) PCS (Information) Worksheet
   h) SAP FC Document

i) SAP Consumption, if applicable
j) SAP Banking
k) FPPS Banking
l) FPPS State
m) FPPS FICA, current PD and YTD

8) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
9) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
10) Route WMS ticket back to tech for posting.

Appendix M5 - Temporary Quarters (TQ) (Fixed/Lump Sum)

Refer to 41 CFR 302-3.413(b) and 41 CFR 302-6 for regulations governing reimbursement for TQSE.

(**Note:** For supplemental travel expense vouchers, retrieve original file, save under new name, and input any changes in bold. Add line to "Form" tab to show previous payments so net payment to employee is for supplemental expenses only.)

1) Receive signed TQ voucher (SF 1012).
2) Complete information portion of the Voucher Review Checklist.
3) Review TQ voucher along with supporting documentation from employee.
    a) Ensure the TA# is documented on the SF 1012.
    b) Verify signature is completed on the SF 1012. Form needs to be returned for correction if signature is not present.
    c) Verify proper locality rate is used to calculate fixed/lump sum rate.
    d) Reference the NF1450 marital status. If there are dependents, determine whether/not previous payments have been made for dependents.
    e) If employee is claiming FTQ/LSTQ for family and they have not En routed yet contact the employee via email to find out if family has relocated. If so, they need to file their En route. If not En routed yet, and if no voucher received yet, only pay for the Employee's portion of LSTQ. This is to protect the employee against future bill of collection if the family doesn't relocate in the allotted time.
    f) Fixed/Lump Sum TQ payments are limited to **30** days per voucher.
4) Open worksheet:
    a) Open 2006Worksheet-transferee.xls and save as "Last Name, First Name Center Abbr and Entitlement Type."
    b) Complete the Permanent Change of Station PCS Worksheet (INFORMATION).
    c) Update the Temporary Quarters Fixed Rate (FIXEDTQSE)
        i. Locality Rate (Reference the "PCS Travel Consolidated Info" sheet for rate of the new Center. The rate is based on the EOD time frame.)
        ii. No. of employees
        iii. No. of accompanying family members
    d) Print the following worksheets:
        i. PCS Worksheet (INFORMATION)
        ii. TQ Fixed Rate sheet (FIXEDTQSE)
        iii. PCS Worksheet for Travel Accounting (FIXTQSETXS)
        iv. PCS Relocation Payment Worksheet (RECAPFIXTQSE)
5) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations".

6) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.1261 and applicable taxes.
7) Print a copy.
8) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
9) Complete Form FB60 and finalize Voucher Review Checklist.
10) Compile voucher package. Packet should include (in order - only when going to the FM-CS) the following:
11) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)
    e) Open manual worksheet:
        i. PCS Relocation Payment Worksheet (payment breakdown)
        ii. PCS Worksheet for Travel Accounting (tax data)
        iii. PCS Per Diem worksheet for HHT
    f) Receipts/Supporting documentation, including SF 1012 page 2
    g) PCS (Information) Worksheet
    h) SAP FC Document
    i) SAP Consumption, if applicable
    j) SAP Banking
    k) FPPS Banking
    l) FPPS State
    m) FPPS FICA, current PD and YTD
12) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
13) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
14) Save updated voucher package file to WMS ticket.
15) Route WMS ticket back to tech for posting.

Appendix M6 - Temporary Quarters (Actual)

Refer to 41 CFR 302-3.413(b) and 41 CFR 302-6 for regulations governing reimbursement for Temporary Quarters Subsistence Expenses (TQSE).

(**Note:** For 2007 and prior - For supplemental travel expense vouchers, retrieve original file, save under new name, input any changes in bold. Add line to "Form" tab to show previous payments so net payment to employee is for supplemental expenses only.)

1) Receive signed TQ voucher (SF 1012) and signed claim for TQSE reimbursement (NF1500) along with supporting documentation(s) and receipt(s).
2) Complete information portion of the Voucher Review Checklist.
3) Review TQ voucher package (SF 1012 and NF1500) along with supporting documentation from employee.
    a) Ensure the TA# is documented on the SF 1012.
    b) Verify signatures are completed on the SF 1012 and NF1500. Forms need to be returned for correction if signature is not present.
    c) Note marital status. If there are dependents, determine whether/not previous payments have been made for dependents.
    d) Expenses filed are compliant with those authorized on NF1450 (blocks 15 a - c) and agree with the SF 1012 and NF1500.
    e) If actual HHT trip was authorized, the actual number of HHT days taken is deducted from the TQ first 30 days.
        i. Sample: 60 days of TQ, member took 10 days of househunting
        ii. 10 days of Actual HHT + 20 days of TQ = 30 day - 1st TQ full rate (on previous voucher).
        iii. Days 31 – 60 (30 days of TQ) = 2nd TQ reduced rate.
    f) If fixed/lump sum HHT trip was authorized, a standard 5 days is deducted from the first 30 days of TQ.
        i. Sample: 5 days of fixed/lump sum HHT + 25 days of TQ = 30 day - 1st TQ full rate (HHT paid on previous voucher).
        ii. Days 31- 60 (30days of TQ) = 2nd TQ reduced rate.
    g) TQ dates must be continuous unless interrupted by sickness, TDY (Temporary Duty), or En route.
    h) TQ stops at midnight the day before permanent quarters date (as documented on first page of NF1500).
    i) Actual TQ is calculated in 30-day increments. Check for number of days allowed (if extension has been granted).
    j) If voucher is the second or later claim, check propriety of the date sequence compared to previous vouchers and overall number of approved days. Check TQ days being requested for reimbursement.
    k) Review receipts for anything unusual. Pay special attention to "other" expenses to determine if they are justifiable. No – pet, alcohol, or tobacco

charges, etc. are allowed (see regulations). For expenses such as utilities, cable, water, etc., a copy of **all** pages of the bill are required.

l) Verify any rate changes on lodging receipts. Verify charges by each day. Sort by 1st TQ dates and 2nd TQ dates.
m) Sort receipts for lodging, meals, laundry, utilities, and others receipts per the 1st TQ dates and 2nd TQ dates determined. All receipts greater than $75 are required.
n) All grocery receipts are required regardless of amount. Food and hotel supplied type items are allowable.
o) Expenses are properly summarized and totaled prior to starting worksheets.

4) Open manual worksheet:
   a) Open 2006Worksheet-transferee.xls: Save as “Last Name, First Name Center Abbr and Entitlement Type.”
   b) Complete the PCS Worksheet (INFORMATION)
      i. Start Date:
      1. 1st TQ – Start date of HHT if taken
      2. 2nd TQ – Start date is the start of the 2nd TQ date
      ii. End Date:
      1. 1st TQ and 2nd TQ end of TQ or date of permanent quarters.
      iii. Travelers Name: XXXXX
      iv. Authorization Number: XXXX sample 10CP05T357
      v. Number of Dependents: #
      vi. Type of Retirement: FERS or CSRS
      vii. Input state abbreviation, and tax rate is automatically updated
      viii. For FERS employees: from the “levw” screen in FPPS, put current pay period OASDI and YTD OASDI to check for max FICA. If over annual limit, put X in CSRS box, as not to withhold any more FICA tax.
      ix. Per Diem Rate: max per day rate (wait to complete this after updating 2005 or 2006 MEALS worksheet as per instructions below)
      x. SSN
      xi. EOD
      xii. Traveler Center (Use drop down box.)
   c) Update the 2005 or 2006 MEALS worksheet depending upon appropriate fiscal year. Be careful to use the correction section of the worksheet depending on whether/not this is a 1st TQ or subsequent TQ’s.
   d) Print a copy of this sheet.
   e) Once 2005 or 2006 MEALS worksheet is completed, using information from this worksheet, return to the information sheet and input the “maximum per day rate” and the “maximum per 30 days” rate. If TQ

voucher is for other than 30 days, adjust the text and the formula of the "maximum per 30 days" input line.

f) Update the Temporary Quarters Actual Expense worksheets as applicable (lodging, electricity, telephone, and cable).
   Helpful Hint: Use blank sheets in this Excel file to document any calculations you prepare yourself such as tabulating lodging expenses, groceries, etc.

g) Update "Form" worksheet – daily itemization of expenses paid:
   i. Adjust dates in Column B as required to accommodate HHT and the specific days of TQ claimed on this voucher.
   ii. Check to ensure lodging, electricity, etc. flowed through properly in column N.
   iii. Input meals and other using information on NF1500. Make sure totals in columns Q through U balance to NF1500.
   iv. Update Maximum Allowed Text (cell C43), Actual M&IE (cell C44 using information generated on 2005 or 2006 MEALS worksheet) and Maximum M&IE (cell 043) which is equal to the sum of meals and other claimed in columns Q through U plus total lodging in column N.

h) Save soft copy of the following worksheets:
   i. PCS worksheet (INFORMATION)
   ii. Applicable TQ worksheets (lodging, electricity, etc.)
   iii. PCS Worksheet for Travel Accounting (TEMPTXS)
   iv. PCS Relocation Payment worksheet. (RECAPTEMP)

5) If 2008 or later TA number, use moveLINQ to process voucher.
6) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations".
7) Confirm funding is present for the entitlement using SAP for general ledger account 6100.1261 (see instructions for confirm funding).
8) Print a copy.
9) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
10) Complete Form FB60 and finalize Voucher Review Checklist.
11) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)
    e) If 2007 or prior:
       i. PCS Relocation Payment Worksheet (payment breakdown)

ii. PCS Worksheet for Travel Accounting (tax data)
iii. PCS Per Diem worksheet for HHT

f) If 2008 and after:
 i. moveLINQ calculations sheets
g) NF1500
h) Receipts/Supporting documentation, including SF 1012 page 2
i) PCS (Information) Worksheet
j) SAP FC Document
k) SAP Consumption, if applicable
l) SAP Banking
m) FPPS Banking
n) FPPS State
o) FPPS FICA, current PD and YTD

12) Route WMS ticket, with voucher package attached, to FM-CS for review.
 a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
13) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
14) Save updated voucher package file to WMS ticket.
15) Route WMS ticket back to tech for posting.

Appendix M7 - Home Marketing Incentive (HMI)

Refer to 41 CFR 302-14 for regulations governing reimbursement for HMI Payments.

1) NSSC will receive the HMI memo from the TPC.
2) When memo is received, forward to the Center's Web Requestor to approve for payment.
3) Document Management will receive and date stamp official HMI award sheet from Center indicating dollar amount of award and authorizing signature of new Center's Director of HR.
4) Open manual worksheet:
   a) Open 2006Worksheet-transferee.xls and save as "Last Name, First Name Center Abbr and Entitlement Type."
   b) In calculation worksheet, complete Information Sheet tab and update the HMI entitlement tabs (HMI (line D9) and RECAPHMI) using information from the HMI memo.
   c) Print a copy of the Information sheet and the entitlement tabs.
5) Request funding (HMI's are not included in the initial cost estimate).
6) Once funding is committed, verify in SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.1275.
7) Save a copy.
8) Update COS Checklist.
9) Complete Form FB60.
10) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)
    e) If 2007 or prior:
        i. PCS Relocation Payment Worksheet (payment breakdown)
        ii. PCS Worksheet for Travel Accounting (tax data)
        iii. PCS Per Diem worksheet for HHT
    f) If 2008 and after:
        i. MoveLINQ calculations sheets
    g) Receipts/Supporting documentation, including SF 1012 page 2
    h) PCS (Information) Worksheet
    i) SAP FC Document
    j) SAP Consumption, if applicable
    k) SAP Banking
    l) FPPS Banking
    m) FPPS State
    n) FPPS FICA, current PD and YTD

11) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
12) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
13) Save updated voucher package file to WMS ticket.
14) Route WMS ticket back to tech for posting.

Appendix M8 - Household Goods Self Move

Refer to 41 CFR 302-7 and 41 CFR 302-8 for regulations governing reimbursement for HHG shipment and storage.

1) Receive signed HHG voucher (SF 1012) from employee.
2) Compare HHG voucher to travel orders to make sure employee is filing expenses for appropriate entitlements. Things to look for include:
    a) Ensure expense reimbursement requested agrees to the authorized entitlements on NF1450.
    b) Ensure HHG shipment date is after signature date on Service Agreement (filed with travel orders).
    c) Ensure weight tickets (empty and full) are included. If not, and U-Haul type vehicle was used, get size of U-Haul and the percent filled, to calculate square footage for manual calculation of HHG weight.
    d) Obtain a “Commuted Rate” calculation from Relocation Contractor, including all discounts that would have been passed on to NASA. This is the amount the Self Move cannot exceed. If self-move, ensure receipts are presented for all expenses claimed (>$75) and dates and details of receipts comply with the authorizations on NF1450. Expenses not allowed include a tow bar, extra insurance, meals, and lodging (meals and lodging would be reimbursed on an En route voucher). Items normally allowed: Rental Truck, gas for rental truck, packing materials, equipment for moving, movers (labor), and weight tickets.
    e) Expenses for professional books should be included in non-taxable household goods. Employee must submit a paid receipt for the shipment of professional books.
    f) Re-compute total expenses to check accuracy.
3) Open manual worksheet:
    a) Open 2006Worksheet-transferee.xls or 2006Worksheet-First duty.xls and save as “Last Name, First Name Center Abbr and Entitlement Type.”
    b) In calculation worksheet, complete Information Sheet tab and update the appropriate HHG entitlement tabs (HHG and HHGRecap).
    c) Save a copy of the information sheet and the worksheets.
    d) Confirm funding is present for the entitlement using SAP (FMZ3 Funds Commitment Display Overview) for general ledger account 6100.2214.
    e) Save a copy.
    f) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform the FM-CS additional funding is needed.
4) Complete Form FB60 and finalize Voucher Review Checklist.

5) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations."
6) Compile voucher package. Packet should include (in order - only when going to the FM-CS) the following:
7) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)
    e) If 2007 or prior:
        i. PCS Relocation Payment Worksheet (payment breakdown)
        ii. PCS Worksheet for Travel Accounting (tax data)
        iii. PCS Per Diem worksheet for HHT
    f) If 2008 and after:
        i. moveLINQ calculations sheets
    g) Receipts/Supporting documentation, including SF 1012 page 2
    h) PCS (Information) Worksheet
    i) SAP FC Document
    j) SAP Consumption, if applicable
    k) SAP Banking
    l) FPPS Banking
    m) FPPS State
    n) FPPS FICA, current PD and YTD
8) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
9) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
10) Save updated voucher package file to WMS ticket.
11) Route WMS ticket back to tech for posting.

Appendix M9 - Lease Break

Refer to 41 CFR 302-11.320 and 11.321 for regulations governing reimbursement for lease breaks (LB).

1) Receive signed LB voucher (SF 1012) along with supporting documentation, including a signed copy of the lease showing the LB penalties.
2) Complete the Unexpired Lease checklist.
3) Review the lease for the following:
    a) Agreement should be in name of employee and whoever else is named in the original NF1450. Only employee and immediate dependents should be staying at the location. If a roommate is present (not an immediate dependent), reimbursement is prorated. Example, if lease has employee and one roommate, reimbursement would be limited to 50% of expenses.
    b) Compare date contract entered into and lease terms to EOD date to ensure employee was staying at this leased location before EOD.
    c) Rent reimbursement should be for month that includes the EOD date (unless the EOD is later in the month and employee stayed at the residence the majority of the month) through the expiration date of the lease if employee is required to pay. Forfeited deposits, LB fees may be included in the reimbursement.
    d) LB is paid once, not multiple payments. When lease is broken, it is paid in full.
4) Open manual worksheet :
    a) Open 2006Worksheet-transferee.xls and save as "Last Name, First Name Center Abbr and Entitlement Type."
    b) In calculation worksheet, complete Information Sheet tab and update the appropriate Lease Break entitlement tabs (LEASEBRK, LEASEBRKRECAP).
    c) Save a copy of the Information sheet and entitlement worksheets.
5) Stamp the SF 1012 in lower right corner with Adobe Stamp “See Backup for Calculations.”
6) Confirm funding is present for the entitlement using SAP (FMZ3-Funds Commitment Display Overview) for general ledger account 6100.1271.
7) Save a copy.
8) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform FM-CS additional funding is needed.
9) Complete Form FB60.
10) Finalize and initial Voucher Review Checklist.
11) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist

b) Form FB60
c) Final Flag (if applicable)
d) SF 1012 page 1 (signed)
e) If 2007 or prior:
    i. PCS Relocation Payment Worksheet (payment breakdown)
    ii. PCS Worksheet for Travel Accounting (tax data)
    iii. PCS Per Diem worksheet for HHT
f) If 2008 and after:
    i. moveLINQ calculations sheets
g) Receipts/Supporting documentation, including SF 1012 page 2
h) PCS (Information) Worksheet
i) SAP FC Document
j) SAP Consumption, if applicable
k) SAP Banking
l) FPPS Banking
m) FPPS State
n) FPPS FICA, current PD and YTD

12) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
13) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
14) Save updated voucher package file to WMS ticket.
15) Route WMS ticket back to tech for posting.

Appendix M10 - Property Management

Refer to 41 CFR 302-11.320 and 11.321 for regulations governing reimbursement for property management.

1) Receive signed Property Management Fee voucher (SF 1012) along with supporting documentation. For first time reimbursement, a signed copy of the Property Management Agreement will be required.
2) Complete the Property Management Checklist.
3) Review the lease for the following:
    a) Agreement should be in name of employee and whoever else is named in the original NF1450. Only employee and immediate dependents should be staying at the location. If a roommate is present (not an immediate dependent), reimbursement is prorated. Example, if lease has employee and one roommate, reimbursement would be limited to 50% of expenses.
    b) Compare date contract entered into and property management agreement terms to EOD date to ensure employee was staying at this leased location before EOD.
    c) Paid receipts must be submitted for all fees reimbursed.
4) Open manual worksheet:
    a) Open 2006Worksheet-transferee.xls and save as “Last Name, First Name Center Abbr and Entitlement Type.”
    b) In calculation worksheet, complete Information Sheet tab and update the appropriate LB entitlement tabs (LEASEBRK, LEASEBRKRECAP). The LB worksheets are used to compute property management fee reimbursements.
    c) Print a copy of the Information sheet and entitlement worksheets.
5) Stamp the SF 1012 in lower right corner with Adobe Stamp “See Backup for Calculations.”
6) Confirm funding is present for the entitlement using SAP (FMZ3-Funds Commitment Display Overview) for general ledger account 6100.1271.
7) Save a copy.
8) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform FM-CS additional funding is needed.
9) Complete Form FB60.
10) Finalize and initial Voucher Review Checklist.
11) Compile voucher package using Adobe Pro Software. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)

e) If 2007 or prior:
   i. PCS Relocation Payment Worksheet (payment breakdown)
   ii. PCS Worksheet for Travel Accounting (tax data)
   iii. PCS Per Diem worksheet for HHT
f) If 2008 and after:
   i. moveLINQ calculations sheets
g) Receipts/Supporting documentation, including SF 1012 page 2
h) PCS (Information) Worksheet
i) SAP FC Document
j) SAP Consumption, if applicable
k) SAP Banking
l) FPPS Banking
m) FPPS State
n) FPPS FICA, current PD and YTD

12) Route WMS ticket, with voucher package attached, to FM-CS for review.
   a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
13) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
14) Save updated voucher package file to WMS ticket.
15) Route WMS ticket back to tech for posting.

Appendix M11 - Real Estate

Refer to 41 CFR 302-11 for regulations governing reimbursement for real estate.

1) Receive signed Real Estate voucher (SF 1012 front only) and (Fully Completed NF1338 front and back) along with supporting documentation If forms are not fully filled out, return to employee to complete.
2) Complete the Purchase/Sale of a Residence checklist.
3) Review residential purchase/sale agreement for the following:
    a) Agreement should be in name of employee and/or adult named in the original NF1450 and signed by all parties.
    b) Compare date contract entered into to the Service Agreement date (should be with original travel orders). The date of the contract must be later than the Service Agreement date (or date intent is shown).
    c) Review sale/purchase price to be sure it matches price on settlement statement; review terms, inspections, seller paid closing costs, title insurance, and survey requirements.
4) Complete Real Estate Summary Notes/Comments.
    a) Use map in file or print a copy of map supporting “reasonable driving distance.”
5) Review Settlement Agreement for the following:
    a) Name and property description should agree to Sale/Purchase Agreement and travel orders.
    b) Check date of closing (should be after date of Service Agreement. If not, check date of offer letter).
    c) Check line by line for reimbursable expenses using 41 CFR 302-11.200-202 to determine if expenses are allowable. Expenses in the HUD statement 900 and 1000 blocks are not reimbursable. Mark allowable vs. non-allowable.
6) Reconcile expenses claimed on NF1338 to the signed document to ensure proper expenses are claimed. Also, look for items that could have been claimed by the employee but were not. These should be added to the employee’s reimbursement.
7) If an expense claimed by the employee is not reimbursable, research the Board’s decisions to document it is not reimbursable. Print a copy of the applicable Board’s decision(s) to send to employee as support for the decision not to reimburse an amount.
8) Prepare standard letter to employee using database.
9) Open manual spreadsheet:
    a) Open “Current Year” Worksheet-transferee.xls and save as “Last Name, First Name TA number and Entitlement Type.”
    b) In calculation worksheet, complete Information Sheet tab and update the appropriate Real Estate entitlement tabs for purchase or sale.

c) Print a copy of the Information sheet and entitlement worksheets.

10) Stamp the SF 1012 in lower right corner with Adobe Stamp “See Backup for Calculations”.
11) Confirm funding is present for the entitlement using SAP (FMX3-Funds Commitment Display Overview) for general ledger account 6100.1271.
    a) Print a copy.
    b) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform FM-CS additional funding is needed.
12) Complete Form FB60.
13) Finalize and initial Voucher Review Checklist.
14) Compile voucher package. Packet should include (in order – only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) Final Flag (if applicable)
    d) SF 1012 page 1 (signed)
    e) If 2007 or prior:
        i. PCS Relocation Payment Worksheet (payment breakdown)
        ii. PCS Worksheet for Travel Accounting (tax data)
        iii. PCS Per Diem worksheet for Real Estate
    f) If 2008 and after
        i. moveLINQ calculations sheets
    g) Form letter on letterhead
    h) Case decision copies, if applicable, to be sent to employee with voucher copy
    i) Purchase/Sale of a Residence checklist
    j) Copies of e-mails sent or received regarding this transaction
    k) NF1338 (two pages)
    l) Settlement Statement
    m) Any receipts/emails/other supporting documentation including SF 1012 page 2
    n) Purchase Agreement
    o) Miscellaneous information
    p) PCS (Information) Worksheet
    q) SAP FC Document
    r) SAP Consumption, if applicable
    s) SAP Banking
    t) FPPS Banking
    u) FPPS State
    v) FPPS FICA, current PD and YTD

    w) Real Estate Summary Notes/Comments with map (if map is not in file)

15) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
16) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
17) Save updated voucher package file to WMS ticket.
18) Route WMS ticket back to tech for posting.

Appendix M12 - Relocation Income Tax (RIT) Allowance

Refer to CTR 302-17 for regulations governing reimbursement for RIT Allowance.

1) Receive signed RIT Allowance voucher (SF 1012).
2) Log on RITA Master Record as being received (found on shared drive).
3) If BOC was issued for non-filing of RIT allowance, rescind bill. If bill has been turned over to Treasury for collection, get with AR to recall the debt. Once completed, if payment is due the employee, double check with AR to ensure Treasury will not withhold payment and send to NASA. Debt must be cleared in their system to properly process payment to the traveler.
4) Open EFC file in TechDoc to review.
5) Review forms for completeness:
   a) SF 1012 is completed and signed.
   b) RIT Allowance Certification form:
      i. Income is completed.
      ii. 1040 Filing Status marked, if not, contact employee.
      iii. Compare State Tax Info to vouchers paid in that year. Annotate each state in which taxes were withheld.
      iv. Locality info is only applicable for Ohio and Maryland. If Ohio, request work city and residence city information. If Maryland, request the county in which they were residents as of Dec 31of the year they are filing the RIT.
      v. If income for spouse is being claimed, spouse must sign this certificate.
   c) Open 4782 from N drive for the year the RIT is filed. Save a soft copy and put with voucher package (found on shared drive).
6) Open Manual Calculation spreadsheet on N drive. (N:\TRAVEL\PCS\RITA\Manual Calculations-NSSC RECORD)
   a) Save a copy for this traveler (Last Name, First Name, TA, xxRITA).
   b) Input data from RIT voucher filed and SAP 400# info.
   c) Input FPPS info, state tax, and OASDI YTD info.
   d) Compare amount due on manual sheet vs. moveLINQ for accuracy.
7) Open moveLINQ software: https://cos.nssc.nasa.gov/moveLINQ/ReloLogin.aspx
   a) Enter User ID and password.
   b) Select Organization (Center funding the move) and click Submit.
   c) Click on “Name” to sort list alphabetically to find the relocation for the traveler filing the voucher.
   d) Click on the vendor # under the Relocation Description column to open the appropriate file. This opens all documents related to this move, the authorization and vouchers.
   e) Click on the Employee tab. At the bottom, input earned income for employee and spouse, if applicable, and click save at the top.

f) Return to main tab, and click "Create RIT Voucher"
   i. Choose year RIT Allowance is being filed.
   ii. Choose vouchers to be included in calculation (never include HMI vouchers paid in that year).
   iii. Choose filing status.
   iv. Validate retirement (FERS vs. CSRS)
   v. Input locality rates, if applicable.
   vi. Make sure state is accurate, and input withholding rate.

8) Go to Tax tab in moveLINQ, and update state tax % and ensure state listed in FPPS matches the state in moveLINQ and click SAVE.
9) Go to Main tab in moveLINQ, click Print Preview. This will open the voucher in its final state.
10) Save moveLINQ voucher to attach behind SF 1012 to go to audit with all supporting material.
11) **Close** voucher or it will lock the voucher file.
12) **Close** relocation or it will lock the relocation file.
13) Stamp the SF 1012 in lower right corner with Adobe Stamp "See Backup for Calculations".
14) Confirm funding is present for the entitlement using SAP (FMX3-Funds Commitment Display Overview) for general ledger account 6100.1284.
    a) Save a soft copy.
    b) Check consumption of funds to determine if any expenses have previously been applied against this line item. If adequate funding is not present, annotate it on the Voucher Review Checklist to inform FM-CS additional funding is needed.
15) Review Form FB60.
16) Finalize and initial Voucher Review Checklist.
17) Save soft copy of sheets from manual spreadsheet created earlier.
    a) Calculation
    b) State and Locality Sheet
    c) FB60 – MUST CHOOSE YEAR OF RITA IN DROPDOWN AT TOP OF FB60 SHEET - EXAMPLE: 12RITA, 13RITA
    d) Voucher Review Checklist
18) Compile voucher package. Packet should include (in order - only when going to the FM-CS) the following:
    a) Voucher Review Checklist
    b) Form FB60
    c) SF 1012
    d) moveLINQ calculations sheet
    e) 4782
    f) PCS (Information) Worksheet
    g) SAP FC Document

h) SAP Consumption, if applicable
i) SAP Banking
j) FPPS Banking
k) FPPS State
l) FPPS FICA, current PD and YTD

19) Route WMS ticket, with voucher package attached, to FM-CS for review.
    a) Make appropriate corrections, if necessary, as requested and return to FM-CS to approve and sign.
20) When approved and returned from FM-CS, post voucher in SAP using T-Code FB60. Be sure to put 1900# on the Travel Form.
21) Save updated voucher package file to WMS ticket.
22) Route WMS ticket back to tech for posting.