DTMS

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Document Tracking and Management System Overview

This application is a document entry and maintenance system that eliminates the requirement for the generation of paper documents, reduces the operational costs and requirements to physically transport documents between Admin and Disbursing sites, and increases production time. It also helps reduce the occurrence of lost documents, and provides a centralized repository where documents can be stored and accessed instantaneously Marine Corps-wide.

The Disbursing Office (DO) level and Company (CO) level ELSIGs assigned by the DO or CO have access to this system.

Before You Begin

You must use the same ELSIGs you use on UD/MIPS or RAPTRS. They must be uploaded onto the Document Tracking and Management System database.

Hardware and Software Requirements

The following identifies the system hardware requirements and additional software that supports Document Tracking and Management System.

Computer Hardware Requirements per Marine Corps Standards:

Mouse: Required

Video: VGA, 800x600 minimum resolution recommended

Operating System: Windows NT 4.0/2000

Software Included:

Internet Explorer 6.0

About Document Tracking and Management System

The Document Tracking and Management System (DTMS) web-based application provides you with:

- The ability to retrieve information from the Operational Data Store Enterprise (ODSE) database.
- Logging and tracking mechanisms that maintain the historical events of each document.
- A real-time display of a document's position and status.
- An automated means for the disbursing office to initiate pay action or research by the administration office.
- An electronic connection to all related documents and comments.

This system:

- Accommodates any electronic document stored by the document application.
- Stores comments attached to an electronic document without modifying the original document.
- Restricts access to electronic documents based on the Electronic Signature (ELSIG) supplied by the user.
- Provides displays by which you can access documents assigned to you or any workgroup defined for your unit.

Document Tracking and Management System Login

This page controls access to Document Tracking and Management System (DTMS) and ensures the integrity of DTMS data.

How Do I Get Here?

1. Begin on any **DTMS** page.
2. From the **File** menu, choose **Login**. The **ELSIG Login** page displays.

To Login to DTMS

1. In the **Unit** box, type or choose your five character **DSSN** or **RUC**.
2. In the **ELSIG** box, type your 7-character **ELSIG**.
3. In the **Seed** box, type your 3-character **Seed**.
4. Choose **Login**. The **User Console** page displays in the version determined by the login ELSIG.

Document Tracking and Management System Logout

This function saves any record processed by the Admin Preparer to the database and then logs you off of the ELSIG system and returns you to the Main page.

How Do I Get Here?

- Begin on any DTMS page.

To Logout of DTMS

- From the File menu, choose Logout. You return to the Main page.

Main Page

This page is the only access into the web application and supplements what is in the **Microsoft Internet Explorer** browser menu. Depending on the loginELSIG and where you are in the system, the following menu items may be available:

File menu:

- **Login** - Allows you to log on to Document Tracking and Management System (DTMS).
- **Logout** - Allows you to log out of Document Tracking and Management System.
- New Document
- **NAVMC 11060** - Allows you to create a Separation/Travel Pay Certificate.
- **NAVMC 11116** - Allows you to create an Miscellaneous Military Pay Order/Special Payment Authorization document.
- **Advisory Notice** - Allows you to create an Advisory Notice and attach it to a document.

Tools menu:

- **Preferences**
- **User Defaults** - Allows you to change the section default value to reflect the section in which you perform the majority of your tasks.
- **Section Maintenance** - Allows you to add or delete a section on the database or a member's record from the database.
- **ELSIG Upload** - Allows you to import an ELSIG file to the database.
- **SSN Search** - Allows you to view or process the record for a specific SSN you entered.
- **Document Assignment** - Allows you to assign the document to a specific staff member, to a specific section, or to unassign it.

Reports menu:

- **5-Day EAS** - Allows you to view or print a listing of separation documents that are within five days or less of the Expiration of Current Contract date on the form, excluding appellate leave documents.
- **10-Day Quad** - Allows you to view or print a listing of all electronic Quad6 documents that are still in an open status ten days after their initial certification.
- **10-Day Separation** - Allows you to view or print a listing of all electronic separation documents in an open status that were originally certified with less than ten days prior to the Expiration of Current Contract date on the for, excluding appellate leave documents.
- **Appellate Leave** - Allows you to view or print a listing of Appellate Leave Separation documents that are in an open status.

- **Missing NAVMC 11060** - Allows you to view or print a listing of individuals who separated from the Marine Corps without a NAVMC 11060 being submitted on them.
- **Pending TTCs** - Allows you to view or print a listing of all open documents that have TTC and sequences entered in the diary transaction area that are missing diary numbers and dates.
- **RFL Management** - Allows you to view or print a listing of disbursing symbols that have documents that fall into a date range, along with the averaged work times for each document type as well as averages for the Marine Corps as a whole.
- **Unit Statistics** - Allows you to view or print a listing of activity on documents submitted to their Disbursing Unit, the current status for those documents, and the date they were closed.

DTMS

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User Console

This page allows you to display all documents currently assigned to the login ELSIG and all unassigned documents within any workgroup to which the login ELSIG belongs that need to be certified.

The data displayed on this page is retrieved from the Document Status History table and is determined by the login ELSIG. This page allows you to view ten rows at a time and each row displays brief information about a member's record. The records are listed oldest to newest, and the first byte of the SSN on the record is always zero.

The Preparer can view only documents that the Preparer created that have not been sent to the Certifier. The Certifier can view only documents assigned to the Certifier for certification.

How Do I Get Here?

1. Begin on the **ELSIG login** page.
2. Follow the steps in the **Document Tracking and Management System Login** topic, in the **To Login to Document Tracking and Management System** section. The **User Console** page displays.

OR

- On any **DTMS page**, from the menu, choose **DTMS Home.**

This page displays the following information:

Header

- User Name (First Name, MI, Last Name)
- RUCNNNNN
- Title (User Console)

Body

- Date Document Created (YYYY/MM/DD)
- Member SSN (####-##-###)
- Member Name (Last Name, First Name, MI)

Navigation

- Top
- Previous
- Next

- Bottom

Section Assignments

- Section Assigned To:
- Date Document Created (YYYY/MM/DD)
- Member SSN (####-##-###)
- Member Name (First Name, Last Name, MI)
- Document Type
- Document Status

To View the Document

- Choose the **Member Name** on the desired record. The **Document** page displays.

Note:If the document is an Advisory Notice, then zeroes display under SSN and Advisory Notice displays under Member Name.

To View the Document History

- Choose **View History** on the desired record. The **Document History** page displays.

To Print a Document Page

- On the record you want to print, choose **Print Document**. The **Document** page displays.

To Change Your Location on The Web Page:

1. To move to the **First** ten Rows, choose **Top**. Your cursor moves to the first record of the first ten rows on the list.
2. To move to the **Previous** ten records, choose **Previous**. Your cursor moves to the first record of the previous ten records.
3. To move to the **Next** ten records, choose **Next**. Your cursor moves to the first record of the next ten records on the list.
4. To move to the **Last** ten records, choose **Bottom**. Your cursor moves to the first record of the last ten records on the list.
5. To view the **Updated Version** of this web page without leaving the page, from the browser, choose **Refresh**. The updated version of this web page displays.

Technical Assistance Contacts

Contact:

- MISSO – Administrators

MISSO's	DSSN(s)	Address	DSN	E-Mail	FAX	
MISSO-02 MCB Camp Lejeune	D5136; D5153; D5159; D5190; D6092; D6107; D6154; D6198; D6805	Bldg 712, Holcomb Blv., MCB CamLej NC	751-7744/45; 2708; 3037	SMBLEJEUNE MISSO2@ lejeune.usmc.mil	(910) 451-2853	
MISSO-03 MCB Camp Pendleton CA	D0017; D5199; D6187; D6798; D6866		725-6982 5342; 5246; 5233; 5701		(760) 725-6974	
MISSO-06 MCB Kaneohe Bay HI	D6795	Bldg 4009, MCBH, Kbay HI	457-133-2538	MISSO-06@ Mcbh.usmc.mil		
MISSO-09 Quantico VA	D6091		278-9054/9056	MISSO09@ Manpower.usmc.mil	(703) 784-9802	
MISSO-11 (Deployed)						
MISSO-16/17 Kansas City MO	D6167		465-5363		(816) 926-7746	
MISSO-27 Okinawa JA						

Document Flow

If the document is created by or assigned to the Admin Preparer:

It displays on the Admin Preparer's user console and can be:

- Edited and forwarded for review.
- Deleted if not previously certified.

If the document is forwarded for review:

It displays on the Admin Reviewer's and Admin Certifier's user console and can be:

- Deleted if not previously certified.
- Killed if previously certified.
- Returned to the Admin Preparer for additional work.
- Released to the Certifier by the Admin Reviewer.
- Certified by the Admin Certifier and forwarded to Disbursing.

Note: If the document was previously returned from Disbursing with a discrepancy notice, the Admin Certifier must update the notice status with a comment.

If the Document is released to the Certifier:

It displays on the Admin Certifier's user console and can be:

- Deleted if not previously certified.
- Killed if previously certified.
- Returned to the Admin Preparer for additional work.
- Certified by the Admin Certifier and forwarded to Disbursing. If the document was previously returned from disbursing with a discrepancy notice, the Admin Certifier must update the notice status with a comment.

Note: A document certified by Admin is automatically forwarded to Disbursing.

If the Document is forwarded to Disbursing:

It displays on the work-pool user console and can be:

- Assigned to the Disbursing Preparer by the Disbursing Auditor or Disbursing Certifier who is assigning the document to the Disbursing Preparer.
- Assigned to the Disbursing Preparer by the Disbursing Preparer assuming responsibility of the document.

- Forwarded with the discrepancy noted by the Disbursing Auditor to the Disbursing Certifier.
- With the discrepancy notice attached, returned by the Disbursing Certifier to Admin.

If the Document is assigned to the Disbursing Preparer:

It displays on the Disbursing Preparer user console and can be:

- Worked and forwarded for review. The comment should indicate whether a discrepancy is noted.

If the Document is forwarded for review:

It displays on the Disbursing Auditor and Disbursing Certifier user consoles and can be:

- Returned to the Disbursing Preparer for additional work.
- Forwarded by the Disbursing Auditor to the Disbursing Certifier for 11116 documents. A comment should indicate whether a discrepancy is noted.
- With a discrepancy notice attached, returned by the Disbursing Certifier to Admin.
- Certified by the Disbursing Certifier.
- Forward for zero-balance (11060)

If the Document is forwarded to the Disbursing Certifier:

It displays on the Disbursing Certifier's user console and can be:

- Returned to the Disbursing Preparer for additional work.
- Returned to Admin with a discrepancy notice attached.
- Certified by the Disbursing Certifier.

If the Document is returned to Admin:

It displays on the work-pool user console and can be:

- Assigned to the Admin Preparer by the Admin Reviewer or Admin Certifier who is assigning the document to the Admin Preparer.
- Assigned to the Admin Preparer by the Admin Preparer that assumes responsibility of the document.
- Forwarded with a response by the Admin Reviewer to the Admin Certifier.
- Killed by the Admin Certifier for the unit that generated the document.
- Closed by the Admin Certifier for the disbursing unit.
- Updated in the instruction section, re-certified, and forwarded to Disbursing by the Admin Certifier.

Document Status

This function allows you to see where the document is in the work process.

To View a Document Status

- To view the status of the 11060 or 11116 document, in the **User Console** page, see the "status" field.

Document Assignment

This page allows you to assign an electronic document to a specific user or previously defined workgroup and allows you to sort the documents by different categories.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Tools** menu, select **Document Assignment.** The Document Assignment page displays.

This page consists of the following information:

Header

- User Name, of RUC
- Title - Document Assignment

Body

- Last Certified Date (This is the last time the originating unit forwarded the document to the receiving unit)
- Document Created Date
- SSN
- Member Name
- Assign(ed) To

To Assign Documents

1. In the **Sort by** box, select the field you want the documents to be sorted by. The default is Current Preparer.
2. In the **Ascending** checkbox, do one of the following:
3. To sort the documents in ascending order, select the checkbox.
4. To sort the documents in descending order, clear the checkbox.

3. In the **Assign(ed) To** box, do one of the following:
4. To assign the document to another person or section, select the name or section.
5. To unassign a document, select **Unassign Document**.

4. Choose **Apply Changes**. The documents are sorted in the applicable order.

Document Self Assignment

This page allows you to assign an electronic document to a specific user or previously defined workgroup.

How Do I Get Here?

1. Begin on the **User Console** page.

To Self Assign a Document

1. From the work pool list, choose a **Member Name**. A message prompts you to choose whether you want to assign the document to yourself.
2. Do one of the following:

- To assign the document to yourself, choose **OK**. The document is assigned to you and is visible on your user console.
- To leave the document unassigned, choose **Cancel**. The document stays in the workpool, unassigned.

3. You return to the **User Console** page.

Input SSN

This page allows you to input a Social Security Number to search for documents submitted for that one SSN. If the member's record is not available, a message informs you the member was not found, and to continue, you must type another SSN. If the SSN does not exist on the database, the SSN Search page displays with no information.

How Do I Get Here?

1. Begin on the **User Console** page.
2. From the **Tools** menu, choose **SSN Search**. The **Input SSN** page displays.

How To Input an SSN

1. In the **Service Code and SSN** box, the member's one-digit **Service Code** is automatically populated. Type the member's nine-digit **Social Security Number**.

2. Choose **Search**. The SSN Search page displays.

SSN Search

This function allows you view documents related to a specific SSN, and it's history. The document page can also be printed.

The buttons at the bottom of the page allow the user to move through the document list.

How Do I Get Here?

1. Begin on the **Input SSN** page.
2. In the **Service Code and SSN** box, the member's one-digit **Service Code** is automatically populated. Type the member's nine-digit **Social Security Number**.
3. Choose **Search**. The **SSN Search** page displays. If the SSN is not on the database, the page displays with no information. To continue, from the Tools menu, choose SSN Search.

The following information displays:

Header

- User Name, of RUC or DSSN
- Title (SSN Search)

Body

- Documents For
- Member Name
- Member SSN
- Document Created Date
- Document Type
- Document Status
- View History
- Print Document

At the Bottom

- Top
- Previous
- Next
- Bottom

To View the Document

- Choose the **Member Name** on the desired record. The **Document** page displays.

To View the Document History

- Choose **View History** on the desired record. The **Document History** page displays.

To Print a Document Page

- Choose **Print Document** on the desired record. The **Browser Print** window displays.

NAVMC 11116: Miscellaneous Military Pay Order and Special Payment Authorization

This page allows an administrative office or a disbursing office to view the Miscellaneous Military Pay Order and Special Payment Authorization (NAVMC 11116) authorizing payment to a member. Only the selected options display.

When the document is viewed by the disbursing office, if another action is found to be necessary, an advisory notice may be attached to the document and the document returned to the Admin office.

How Do I Get Here?

1. Begin on the **User Console** page.
2. From the **Listing**, choose the member's **Name** of the 11116 record you want to view. The document page displays.

This page consists of the following information:

Header

- SSN
- AdminRUC
- DSSN
- Name
- Reporting Unit Code
- Expiration of Current Contract

Payments

- Special Payment

Adjustments

- Advance Pay
- Pay Months
- Repayment Months
- Authorization
- Advance Housing Allowances
- Pay Months
- Repaid Months
- Authorization
- Estimated Move-In Date
- Currency Type
- Rent Amount
- Security Deposit
- Additional Moving Expenses
- Instructions/Other

Diary Transaction Information

- Transaction Document Id Number
- Diary Generated Date (YYYY/MM/DD)
- TTC number
- TTCSEQ number
- Description
- Add Transaction
- Delete TTC Transaction

Other Options

- Depending on the status of the document, and on the login ELSIG, choose the desired option.

- **Add Document**
- **Add/Forward for Review**
- **Attach Files**
- **Close Document**
- **Delete Document**
- **Document Comment**
- **Duplicate Document**
- **Forward for Zero Balance Audit**
- **Forward to Reviewer**
- **Forward to Certifier**
- **Kill Document**
- **Return to Admin**

- <u>**Return to Preparer**</u>
- <u>**Return to Originating Admin**</u>
- <u>**View Attached Files**</u>

NAVMC 11060: Separation and Travel Pay Certificate

This page allows an administrative office or a disbursing office to view the Separation and Travel Pay Certificate which authorizes payment to a member. Only the selected options display.

When the document is viewed by the disbursing office, if another action is found to be necessary, an advisory notice may be attached to the document and the document returned to the Admin office.

How Do I Get Here?

1. Begin on the <u>**User Console**</u> page.
2. From the **Listing**, choose the member's **Name** of the 11060 record you want to view. The document page displays.

This page consists of the following information:

Header

- Title (Separation/Travel Pay Certificate)
- SSN
- Admin RUC
- DSSN
- Name (Last Name, First Name, MI)
- Reporting Unit Code
- Expiration of Current Contract
- Unit Address
- Effective Date of Separation from Active Duty
- Program Designator
- Reason
- Type of Discharge
- Home of Record
- Place From Ordered to Active Duty

Pay Information

- Recoup Enlistment Bonus/Recoup Re-enlistment Bonus
- Authorization

- Lump Sum Leave
- Number of Days
- Previous LSL Used
- Authorization
- Leave Computation
- Balance
- As Of Date
- Unreported Leave
- Computed Leave Balance
- Leave Awaiting Separation
- Number of Days
- Permissive TAD Days
- Departure Date
- Authorization
- Pay Separation Pay
- Active Service Years and Months
- Authorization
- Pay Disability Severance Pay
- Active Service Years and Months
- Authorization
- Loan Recoup
- Type of Loan
- Loan Info
- Other
- Description
- Accounting/Appropriation Data--Accounting Clarification for Separation without Orders
- Appropriation Symbol and Subhead
- Object Class
- Bureau Control Number
- Sub Allotment
- Authorization Accounting Activity
- Transaction Type
- Property Accounting Activity
- Cost Code(s)

PART II - Marine Section

- Appellate Leave
- As of Date
- Voluntarily on Leave for number of Days
- Involuntarily on Leave for number of Days
- Previous Lump Sum Leave used
- I Elect Payment Of number of days Lump-Sum Leave
- I elect to be issued Government Transportation Request (s) for travel and my expenses

- From Location
- To Location
- I elect to be paid advance separation travel allowances for myself and my dependents
- From Location
- To Location
- By Mode of Transportation
- Submit Claim To Address
- Permanent Mailing Address
- E-mail Address
- Contact Phone Number

Diary Transaction Information

- Transaction Document Id Number
- Diary Generated Date (YYYY/MM/DD)
- TTC number
- TTCSEQ number
- Reported Description
- Add Transaction
- Delete TTC Transaction

Other Options

- Depending on the status of the document, and on the login ELSIG, choose the desired option.

- **Add Document**
- **Add/Forward for Review**
- **Attach Files**
- **Close Document**
- **Delete Document**
- **Document Comment**
- **Duplicate Document**
- **Forward to Certifier**
- **Forward to Reviewer**
- **Kill Document**
- **Return to Preparer**
- **Return to Admin**
- **View Attachments**

Create Document

This page allows the Admin Preparer and Disbursing Preparer ELSIGs to create a new document and to link it to any electronic document assigned to them, or to any group that they are a member of, to complete actions for this form.

How Do I Get Here?

1. Begin on the any **Document Tracking and Management System** page.
2. From the **File** menu, select **New Document** and then do one of the following:
3. To create a **Miscellaneous Military Pay Order or Special Payment Authorization**, choose NAVMC 11116.
4. To create a **Separation or Travel Pay Certificate**, choose NAVMC 11060. Only one separation or travel pay document per member should be created within a 30 day period. If you attempt to create a second document, the History document displays any existing NAVMC 11060 document.

3. The **Input SSN** page displays.

To Create A Specific Document

1. In the SSN box, type the **Service Code** and the SSN of the member for which you want to create a new document.
2. Choose **Create**. The applicable **Document** page displays, or a message informs you the SSN was invalid. If the SSN is invalid, you must begin again from **How Do I Get Here?** previously mentioned on this page.

Create 11116 Document

This page allows an administrative office to create the Miscellaneous Military Pay Order and Special Payment Authorization (NAVMC 11116) document for a member.

This page allows the Admin Office to link to any electronic document assigned to it or any group that it is a member of. The Admin Office can add the document to the Document Tracking and Management System database, add a comment to the document, and add and forward the document for review. Supporting documents necessary to conclude actions for this form are attached by links and are stored on the Document Tracking and Management System database. Depending on the login ELSIG, a document options menu displays to enable you to continue the document processing.

To Create a NAVMC 11116:

The fields in the Header section are automatically populated from the ODSE database. In the Payments and Adjustments sections, only when a payment type selection is made are the fields applicable to that payment type available for input by the user.

Header

1. **SSN** is used as the key for deriving information from the ODSE database.
2. **AdminRUC** is not editable.
3. **DSSN** is only editable by Admin Reviewer ELSIGs or Certifier ELSIGs.
4. **Name** is editable.
5. **Reporting Unit Code** is editable.
6. **Expiration of Current Contract** is editable. If the member does not have an ECC on the ODSE database, the field contains yyyy/mm/dd to prompt the user to input the date.

Payments

- If applicable, check the **Special Payment** box.

Adjustments

1. If applicable, check the **Advance Pay** box.
2. From the **Pay** list, select the **Number** of months the advance pay is incident to PCS orders. Valid values are one to three, and the default value is one.
3. From the **Repayment** list, select the **Number** of months in which the advance pay is to be repaid. Valid values are one to twenty-four, and the default value is twelve.
4. In the **Authorization** box, type in free form text, the **Information** to justify the payment or adjustment, up to 50 characters.
5. If applicable, check the **Advance Housing Allowances** box.
6. From the **Pay** list, select the **Number** of months of advance pay to be paid. Valid values are one to three, and the default value is three.
7. From the **Repaid** list, select the **Number** of months in which the **Advance Housing Allowance** pay is to be repaid. Valid values are one to twelve, and the default value is 12.
8. In the **Authorization** box, type in free form text, the **Information** to justify the payment or adjustment, up to 50 characters.
9. In the **Estimated Move-In Date** box, type the date estimated to move in.
10. In the **Currency Type** list, select the **Currency Type** that is used to pay the housing allowance as indicated in the lease. US Dollar is the default value.
11. In the **Rent Amount** box, type the **Monthly Rent Amount** in 99999999.99 format up to ten digits.
12. In the **Security Deposit** box, type the **Amount** of the security deposit in 99999999.99 format, up to ten digits.
13. In the **Additional Moving Expenses** box, type the **Amount** of additional moving expenses, in 99999999.99 format, up to ten digits.
14. In the **Instructions/Other** box, with up to 3800 characters, type **Information** or **Instructions** to enhance or clarify information provided on this form, or to add relevant information that falls outside of the realm of the categories on this form.

Diary Transaction Information

If anything is entered in this section, the Number field and the Date field are required to be entered by the Admin Preparer. It is not required by the Disbursing Preparer but must be entered for the document to be certified.

1. In the **Number** box, type the five-digit diary **Transaction Document ID** number.
2. In the **Date** box, type the **Diary Generated Date** in YYYY/MM/DD format.
3. In the **TTC** box, type the three-digit **TTC** number.
4. In the **SEQ** box, type the three-digit **TTCSEQ** number.
5. In the **Reported** box, type the **Description** of the transaction up to 350 characters.
6. Choose **Add Transaction.** The Transaction is updated and displays beneath **Add Transaction.** A selected check box displays to the left of the transaction.
7. If you want to **Delete a TTC Transaction**, check the applicable **Check Box**. The transaction no longer displays when the document is updated.

Other Options

1. Do one of the following:
2. To **Add a document**, choose **Add Document**. The document is added to the database.
3. To **Add a Document Comment**, choose **Document Comment**. The comment is attached to the current document.
4. To **Add or Forward** a document for review, choose **Add/Forward for Review**. The document is added to the database and forwarded to the appropriate section.

2. You return to the **User Console** page.

Create 11060 Document

This page allows the Admin Preparer level Authority ELSIGs and the Admin Certifier level Authority ELSIGs to create the new Separation and Travel Pay Certificate (NAVMC 11060) document; however, the Admin Certifier level Authority ELSIGs cannot enter data.

This page allows the Admin Office to link to any electronic document assigned to it or any group that it is a member of. The Admin Office can add the document to the Document Tracking and Management System database, add a comment to the document, and add and forward the document for review. Supporting documents necessary to conclude actions for this form are attached by links and are stored on the Document Tracking and Management System database. Depending on the login ELSIG, a document options menu displays to enable you to continue the document processing.

Only one document is allowed to be created on any one member in a 30 day period.

To Create a NAVMC 11060:

The fields in the Header section are automatically populated from the ODSE database. In the Pay Information and Part II - Marine sections only when a payment type selection is made are the fields applicable to that payment type available for input by the user.

Header

1. The SSN is used as the key for deriving information from the ODSE database and is not editable.
2. The **Admin Reporting Unit Code** is based on the member's RUC.
3. The **DSSN** is not editable.
4. The **Name** is editable.
5. The **Reporting Unit Code** is used to drive the unit block information.
6. The **Expiration of Current Contract** is editable.
7. The **Unit Address** is automatically populated based on the member's RUC.
8. The **Effective Date of Separation from Active Duty** is automatically populated in YYYY/MM/DD format and is not required for appellate leave separations.
9. In the **Program Designator** list, select the **Code** that describes the type of separation the member is taking, choose **OK**. You return to the 11060 document. The default value is MBK1-SEPARATION CODE MBK1.
10. In the **Discharge Reason** list, select the applicable discharge reason.
11. In the **Type of Discharge** list, select the type of discharge the member is taking. The default value is General.
12. The **Home of Record** is automatically populated.
13. In the **Place From Ordered To ACDU** box, type the **Duty Station** from which the member was ordered to active duty.

Pay Information

The Admin Preparer or Certifier must enter the information in this section. If a box is checked, the information for that option must be completed.

1. If applicable, check the **Recoup Enlistment Bonus/Re-enlistment Bonus** check box.
2. In the **Authorization** box, type the **Authority** that directed the enlistment bonus or reenlistment bonus recoupment entitlement, up to 50 characters.
3. If applicable, check the **Lump Sum Leave** check box.
4. From the **Number of Days** list, select the applicable **Number** of lump sum leave days. Valid values for this field are zero to 60, and is chargeable in five-tenths of a day increments in xx.x format. If applicable, updates to this field automatically reflect in the **Number of Days** field for **Leave Awaiting Separation** pay type. The default value for this field is 0.5.
5. The **Previous LSL Used** is not editable.
6. In the **Authorization** box, type the **Authority** that directed the lump sum leave entitlement, up to 50 characters
7. From the Leave Computation **Balance** list, choose the applicable **Number** of the balance of leave days.

8. In the Leave Computation **As Of** box, type the begin **Date** of the leave computation in YYYY/MM format.
9. From the Leave Computation **Unreported Leave** list, choose the applicable **Number** of unreported leave days leave. The Leave Computation **Computed Leave Balance** is automatically populated.
10. If applicable, check the **Leave Awaiting Separation** check box. To use this option, the required information must have been entered into the leave computation module that determines the member's correct leave balance.
11. From the **Number of Days** list, select the applicable **Number** of leave awaiting separation days. Valid values for this field are one to ninety in xx.x format. If applicable, updates to this field automatically reflect in the Number of Days field for Lump Sum Days pay type.
12. From the **Permissive TAD Days**, choose the applicable **Number** of permissive temporary active duty days.
13. The **Departure Date** box is automatically populated with the appropriate **Date**, in YYYY/MM/DD format, when the **Number of Days** leave to be taken is input.
14. In the **Authorization** box, type the **Authority** that directed the leave awaiting separation entitlement, up to 50 characters.
15. If applicable, check the **Pay Separation Pay** check box.
16. From the **Active Service Years** list, select the applicable **Number** of years of separation pay. Valid values are six to nineteen, and the default value is six.
17. From the **Active Service Months** list, select the applicable **Number** of months over the number of years of separation pay. Valid values are zero to eleven, and the default value is zero.
18. In the **Authorization** box, type the **Authority** that directed the separation pay entitlement, up to 50 characters.
19. If applicable, check the **Pay Disability Severance Pay** check box. The member must have completed six months of service to be eligible for this entitlement.
20. From the **Active Service Years** list, select the applicable **Number** of years of disability severance pay. Valid values are zero to nineteen, and the default value is zero.
21. From the **Active Service Months** list, select the applicable **Number** of months over the number of years of disability severance pay. Valid values are zero to eleven, and the default value is zero.
22. In the **Authorization** box, type the **Authority** that directed the disability severance pay, up to 50 characters.
23. If applicable, select the **Loan Recoup** check box.
24. In the **Type** list, select the applicable **Type** of loan.
25. In the **Info** box, type the **Authority** that directed the loan recoupment, up to 50 characters.
26. If you have information to add that is not applicable to the other categories, select the **Other** check box.
27. In the **Description** box, type a **Description** of the information and the **Authority** that directed the Other pay, in as many characters as necessary.

28. The following **Accounting and Appropriation Data - Accounting Classification for Separation Without Orders** information is automatically populated from the ODSE database.
29. **Appropriation Symbol and Subhead**
30. **Object Class**
31. **Bureau Control Number**
32. **Sub Allotment**
33. **Authorization Accounting Activity**
34. **Transaction Type**
35. **Property Accounting Activity**

29. In the **Cost Code(s)** list, select the applicable code.

PART II - Marine Section

1. If applicable, check the **Appellate Leave** box. To use this entitlement, the required information must have been input into a leave computation module that determines the member's correct leave balance.
2. In the **As of** box, type the **Effective Date** of the appellate leave status, in YYYY/MM/DD format.
3. If applicable, select **Voluntarily on Leave**.
4. In the **For Days** box, type the 2-digit **Number** of days of voluntary appellate leave. Valid days are from zero to ninety, and the default value is zero.
5. If applicable, select **Involuntarily on Leave**.
6. In the **For Days** box, type the 2-digit **Number** of days of voluntary appellate leave. Valid days are from zero to ninety and the default value is zero.
7. If applicable, check the **I Elect Payment Of** box.
8. In the **Days Lump-Sum Leave** box, type the 2-digit **Number** of days to be paid for lump sum leave. The maximum number of days payable for lump sum leave is 60 days.
9. If applicable, check the **I elect to be issued Government Transportation Request (s)** box.
10. In the **From** box, the duty station is automatically populated from the ODSE database based on the member's RUC.
11. In the **To** box, type the **Duty Station** to which the member elected to be issued transportation requests.
12. If applicable, check the **I elect to be paid advance separation travel allowances** box.
13. In the **From** box, the duty station is automatically populated from the ODSE database based on the member's RUC.
14. In the **To** box, type the **Duty Station** to which the member elected to be issued transportation requests.
15. From the **By** list, select the **Mode of Travel** by which the member elected to travel to the new duty station. Auto is the default value.
16. In the **Submit Claim To** box, type the **Complete Address** of the disbursing office paying the advance.

17. In the **Permanent Mailing Address** box, type the member's **Permanent Mailing Address,** city and state, up to 100 characters.
18. In the **EMail Address** box, type the member's **Email Address**, up to 50 characters.
19. In the **Contact Phone Number** box, type the member's **Emergency Contact** phone number in (999)999-9999 format.

Diary Transaction Information

If anything is entered in this section, the Number field and the Date field are required to be entered by the Admin Preparer. It is not required by the Disbursing Preparer, but must be entered for the document to be certified.

1. In the **Number** box, type the five-digit diary **Transaction Document Id** number.
2. In the **Date** box, type the **Diary Generated Date** in YYYY/MM/DD format.
3. In the **TTC** box, type the three-digit **TTC** number.
4. In the **SEQ** box, type the three-digit **TTCSEQ** number.
5. In the **Reported** box, type the **Description** of the transaction up to 350 characters.
6. Choose **Add Transaction**. The Transaction is updated and displays beneath **Add Transaction**. A selected check box displays to the left of the transaction.
7. If you want to **Delete a TTC Transaction**, check the applicable **Check Box**. When the document is updated, the transaction no longer displays.

Other Options

1. Do one of the following:
2. To **Add a Document**, choose **Add Document**. The document is added to the database.
3. To **Add a Document Comment** to the document, choose **Document Comment**. The comment is attached to the current document.
4. To **Add or Forward** the document to the Certifier to be reviewed, choose **Add/Forward for Review**. The document is added to the database and forwarded to the appropriate section.

2. You return to the **User Console** page.

Duplicate Document

You can create another document by copying one and changing the SSN and any desired fields.

How Do I Get Here?

1. Begin on the desired **NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization** page.

2. From the document options menu, select **Duplicate Document.** The **Input SSN** page displays.
3. In the **Service Code and SSN** box, type the member's one-digit **Service Code** and nine-digit **Social Security Number**. Choose **Create.** A document that has the same options and comments as the original document displays for the new social security number.
4. Change the desired fields and then make another selection from the document options menu.

Leave Computation

This function allows you to input leave information for a member to compute the **Leave Computation Balance** and then provides updated leave totals to the Lump-Sum Leave, Leave Awaiting Separation, and Appellate Leave totals, which are used in the processing of the documents.

Add Document

This function adds the newly created document to the Document Tracking and Management System database.

Document Comment

You can add a comment each time you forward a document. This comment floats with the document, and you are allowed to change its contents until the document is returned, certified, killed, or closed by a Certifier, at which time the comment becomes a permanent portion of the document.

To Add A Comment

1. Choose **Add Document Comment.** The document comment box displays.
2. In the **Comment** box, type your **comment**, up to 4000 characters, including spaces, returns and punctuation.
3. Do one of the following:
4. To save your comment, choose **OK**. Your comment is attached to the document.
5. To exit the page without typing a comment, choose **Cancel.**

4. You return to the **Document** page.

Update Document

This functionality allows you to open, change, and save information on a document that is on the Document Tracking and Management System database.

Any document that is created by the unit and has not been closed, killed, or deleted is considered to be an open document for that unit.

How Do I Get Here?

1. Begin on the User Console page.
2. On the **Record** you want to change, choose the member's **Name.** The **Document** page displays.

To Update a Document Page

Once a document is updated, and depending on the loginELSIG, the following options (to the left of the page) provide a variety of options to continue the processing of the document.

1. On the **Document** page, update the applicable fields.
2. From the document options menu, Do one of the following:

- To **Update a Document,** select **Update Document** button. The document is added to the database.
- To **Add a Document Comment** to the document, select **Document Comment.** The comment is attached to the current document.
- To **Add or Forward the Document** to be reviewed, select **Add/Forward for Review.** The document is added to the database and forwarded to the appropriate section.
- To **Attach Another Document** to this document, select **Attachments.** The **Attach Files** page displays, and the document is attached to the current document.
- To **Close** the document, select **Close Document**.
- To **Delete** a document, select **Delete Document**. The document is deleted from the database.
- To **Duplicate Documents,** select **Duplicate Document**. The **Input SSN** page displays and a duplicate document can be created.
- To **Kill** the document, select **Kill Document**.
- To **Return the Document to the Preparer,** select **Return to Preparer**. The document is returned to the **Preparer.**
- To **Return the Document to Admin,** select **Return to Admin**. The document is returned to **Admin.**
- To **Send the Document to the Reviewer,** select **Forward to Reviewer**. The document is forwarded to the **Reviewer.**
- To **Send the Document to the Certifier,** select **Forward to Certifier**. The document is forwarded to the **Certifier.**
- To **Update and Forward to Disbursing,** select **Update/Forward to Disbursing**. The document is updated and sent to Disbursing.

- To **Update and Forward to NAMALA**, select **Update and Forward to NAMALA**, the document is updated and sent to NAMALA.
- To **View Attached Files**, choose **Attachments**. The **Attached Files** page displays.

3. You return to the **User Console** page.

Attach Correction

This option is available only if a document has returned to the Admin section and enables you to return. Before you can attach a correction, the document must be forwarded to a certifier, updated to disbursing, forwarded for audit, and returned to the certifier and to admin.

How Do I Get Here?

- From the **NAVMC 11060** document or the **NAVMC 11116** document, choose **Attach Correction.** The Attach Correction page displays.

To Include Correction Information

1. In the **Instructions/Other** box, type any correction information you want to include.
2. Choose **Add/Forward to Disbursing**. The document page displays again.
3. Choose **Forward to Audit**. You return to **User Console** page.

Document History

This function allows you to view the events and status changes that occur to an electronic document during its life cycle and provides a link to the member's existing document.

Information is provided about the unit that created this document and the unit that it is currently assigned to. The date and time the document was last edited and the date the document was closed are also provided. The number of days the document has been in a working status, a list of the document history in the date and time order, with the newest time displayed first, are available. Displayed each time the document is processed are the Date and Time, the document action, the user's SSN and name, and if available, an attached comment.

The information for the document history is pulled from the Document Tracking and Management System Database, and the history statement list is sorted in descending order of date and time. You may also attach a document from the history page, modify the document , and view any files attached to the document. If it was created by your unit, and you are a Disbursing or Admin Certifier level Authority ELSIG, or a Disbursing or Admin Preparer level Authority ELSIG, you can modify the document history.

How Do I Get Here?

1. Begin on the **User Console** page.
2. On the desired record, choose **View History**. The **Document History** page displays.

The following information displays:

Header

- User Name, of RUC or DSSN
- Title - Document History

Body

- Document ID
- Member Name
- Member SSN
- Originated By
- Currently Assigned To
- Last Updated
- Document Closed
- Hours Worked

At the Bottom

- Date
- Document Action
- By
- Comment

To Refresh the Document

To update the **Document History** page to the member's most current information, choose **Refresh Report.**

To Modify a Document From the Document History Page

Once you attach the document, depending on the login ELSIG and the status of the document, you can modify it.

- To modify a document, follow directions on the **Update Document** page, beginning in the **How Do I Get Here?** section, step 2.

To Print the Document

- On the record you want to print, choose **Print Document**. The document page displays.

Route Document

There are two ways to route the NAVMC 11116 and the NAVMC 11060, Forward and Return.

You can Forward To:

- Admin Reviewer
- Admin Certifier
- Disbursing Preparer
- Disbursing Auditor
- Disbursing Certifier
- NAMALA (Available only for the NAVMC 11060 document)

You can Return To:

- Admin Preparer
- Disbursing Preparer
- Disbursing Auditor

Return to Originating Admin

This option is available to the NAMALA Certifier. It is used to return the Appellate Leave document to the unit that created it.

How Do I Get Here?

- From the **NAVMC 11060** document, choose **Return to Originating Admin.** The document is returned to the Admin pool of the office that created it.

Delete Document

This function allows you to delete a document from the Document Tracking and Management System database and returns you to the User Console. The document is no longer visible on any User Console.

To Delete A Document

1. From any document in the Document Tracking and Management System database, choose **Delete Document.** A message prompts you to confirm the deletion.
2. Do one of the following:

- To delete the document, choose **OK**. You return to the **User Console.**
- To cancel, choose **Cancel.**

Kill Document

Once an Admin Certifier or Disbursing Certifier has certified a document, it cannot be deleted. If it is determined to be an invalid document, the document must be killed, a process that closes it and removes it from the database. A document can be killed only by the Admin or Disbursing Certifier of the unit that generated it.

How Do I Get Here?

1. Begin on the User Console page.
2. On the **Record** you want to change, choose the member's **Name**. The **Document** page displays.

To Kill a Document

1. On the **Document** page, select the desired document.
2. Choose **Kill Document**. The document is killed.

Close Document

This function allows you to close the document when it has been completely processed and is no longer needed and if there is no further editing of the document necessary.

This option is only available for Admin RUCs.

How Do I Get Here?

1. Once the document has been forwarded for a disbursing audit, start from the **User Console**.
2. Choose the **Member Name** for the desired NAVMC 11116 form. The **NAVMC 11116: Miscellaneous Military Pay Order/Special Payment Authorization** page displays.

To Close the Document

- Choose **Close**. You return to the **User Console**.

Attached Files

This page allows you to view the files attached to the **Miscellaneous Military Pay Order or Special Payment Authorization** document or the **Travel Pay Certificate** document.

How Do I Get Here?

1. Begin on the **Attach Files** page.
2. Choose **Attach File(s)**. The **Attached Files** page displays.

The following information displays:

Header

- Title - Attached Files

Body

- Attached Date
- User Unit
- User Name
- File Name
- Attached Time
- Description of Attachment

To View the Attached Files

- Choose the **File** you want to view. The **File** page displays.

To Close the Attached Files

- Choose **Close**. You return to the **Document** page.

Choose File

This page allows you to search and select the file to upload or attach.

How Do I Get Here?

1. Begin on the **ELSIG Upload** page or the **Attach Files** page.
2. Choose **Browse**. The **Choose File** page displays.

To Choose a File

1. In the **Look in** box, select the desired drive and then the **File** you want to attach. The **File** displays in the **File Name** box.
2. Do one of the following:
3. If you find the file you want to attach, choose **Open**. You return to the previous page.
4. If you do not find the file you want to attach, choose **Cancel**. You return to the previous page.

Awaiting Zero-Balance

This page lists NAVMC 11060 documents that have been certified by a disbursing unit and must be set to a balance of zero. Only Disbursing Preparer, Disbursing Certifier, and Disbursing Auditor-level authority ELSIGs have access to this page.

How Do I Get Here?

1. Begin on the any **Document Tracking and Management System** page.
2. From the **File** menu, select **Zero-Balance Documents**. The **Awaiting Zero-Balance** page displays.

This page consists of the following information:

Header

- Title (NAVMC 11060 Documents Awaiting Zero-Balance)

Document Information

- Date Document Closed
- SSN
- Member Name

Footer

- Number of documents awaiting zero balance.

To View the Document

- Choose the **Member Name** on the desired record. The **Document** page displays.

Note: If the document is an Advisory Notice, then zeroes display under SSN and Advisory Notice displays under Member Name.

To View the Document History

- Choose **View History** on the desired record. The **Document History** page displays.

To Print a Document Page

- On the record you want to print, choose **Print Document**. The **Document** page displays.

To Return Documents for Rework

1. Select the documents you want to return.
2. Choose **Return for Rework**. You return to the **User Console** page. The Return to Admin option is not available for these accounts.

To Forward for Zero-Balance Audit

1. If you are logged in as a disbursing auditor, select the documents you want to forward.
2. Choose **Forward for Zero-Balance Audit**. You return to the **User Console** page. The selected accounts are no longer visible.

To Forward for Zero-Balance Certification

1. If you are logged in as a disbursing reviewer, select the documents you want to forward.
2. Choose **Forward for Zero-Balance Certification**. You return to the **User Console** page. The selected accounts are no longer visible.

To Certify Zero-Balance

1. If you are logged in as a disbursing certifier, select the documents you want to certify.
2. Choose **Certify Zero-Balance**. You return to the **User Console** page. The selected accounts have been routed to DSSN D0003.

To Close a Document

1. If you are working in the DSSN D0003 RUC, select the documents you want to certify.
2. Choose **Close Document**. You return to the **Awaiting Zero Balance** page. The selected accounts have a different Date Document Closed and have a status of zero-balance.

Note: This option is not available for accounts with an appellate leave status.

Advisory Notice

An advisory notice is created for a RUC, by the Disbursing Office (DO) to notify the Admin Office to start an action on member's records. It is added to the Document Tracking and Management System database and can be edited until it is forwarded for review. The Disbursing Preparer, Disbursing Auditor, and the Disbursing Certifier-level Authority ELSIGs have access to this function.

How Do I Get Here?

1. Begin on the any **Document Tracking and Management System** page.
2. From the **File** menu, select **New Document** and then choose **Advisory Notice**. The **Advisory Notice** page displays.

This page consists of the following information:

Header

- Title (Advisory Notice from DSSN:)
- RUC

To Create an Advisory

1. In the **RUC** box, type the applicable RUC.
2. In the **Comments** box, type the advisory notice.
3. From the document options menu, do one of the following:
4. Select **Add Document**. The advisory is added to the database.
5. Select **Add/Forward for Review**. The advisory is added to the database and is forwarded for review.

4. You return to the **User Console** page.

To View the Advisory Notice Document

1. To display the **Advisory** for a document, choose **Advisory Notice** under the **Member Name** column. The applicable **Document** displays.

2. Do one of the following:
3. To **Add a Comment** to the document, select **Document Comment**. The comment is attached to the current document.
4. To **Delete a Document**, select **Delete Document**.
5. To **Update a Document**, select **Update Document**.
6. To **Update or Forward** the document to the Certifier to be reviewed, choose **Update Document** or **Forward for Review/to Certifier**. The document is added to the database and forwarded to the appropriate section.

To View the History

- To view the advisory history, choose **View History** on the desired advisory. The **View History** page displays.

To Print the Advisory

1. To print the advisory, from the browser **File** menu, choose **Print**. The **Browser Print** window opens.
2. Choose the desired **Options**.
3. Choose **Print**. The document prints.
4. You return to the previous page.

Final Settlement Comment

This page allows the Disbursing ELSIG to add information for zero balance certification of a document. Only Disbursing Preparer, Disbursing Certifier, and Disbursing Auditor-level authority ELSIGs have access to this page.

How Do I Get Here?

- Begin on the **Awaiting Zero Balance** page. Choose **Forward for Zero Balance Audit**. The Final Settlement Comment page displays.

To Add a Final Settlement Comment

1. In the **Final Settlement Comment** box, type the desired information.
2. Do one of the following:
3. If you want to forward the comment, choose **OK**. The comment is saved and forwarded with the document for processing.
4. If you do not want to forward the comment, choose **Cancel**. The information is canceled and you return to the previous page.

View Attached Files

This page allows you to view all attached documents.

How Do I Get Here?

1. Begin on any NAVMC 11060 or NAVMC 11116 document.
2. Choose **Attachments**. The **Files Currently Attached** page displays.

To View Attached Files

1. Choose the **Attachments** option. The **Files Currently Attached** page displays.
2. Choose the **Attached** date or **Attached By/File Name**. The attached **Document** page displays.
3. Choose **Close**. You return to the **Document** page.

Print Document

Any Document Tracking and Management System document or attached document can be printed from the document page.

How Do I Get Here?

1. Begin on the **Document** or **Report** you want to print a document from.
2. On the **Record** you want to print, choose **Print Document**. The document displays.

To Print a Document

1. From the browser **File** menu, choose **Print**. The **Browser Print** window opens.
2. Choose the desired **Options**.
3. Choose **Print**. The document prints.
4. You return to the previous page.

DTMS

CHAPTER 3

1. ADMIN AND DISBURSING ELSIG's
2. ELSIG UPDATE
3. ELSIG UPLOAD
4. USERS
5. ADMIN PREPARER
6. ADMIN REVIEWER
7. ADMIN CERTIFIER
8. DISBURSING PREPARER
9. DISBURSING AUDITOR
10. DISBURSING CERTIFIER

Admin and Disbursing ELSIGs

ELSIGs (Electronic signatures) govern the Admin and Disbursing Office's actions in processing transactions on member's records.

The Electronic Signature (ELSIG) module allows assigned users a unique authorization level. The disbursing officer (DO), commanding officer (CO), or ELSIG Control Officer (ECO) assigns ELSIGs to users who perform duties corresponding to the ELSIG authority level. The authorization level determines what functions in a Document Tracking and Management System application are available to the user.

ELSIG Update

Document Tracking and Management System does not allow you to update ELSIGs. You must update the ELSIGs on UD/MIPS or RAPTRS, as is applicable, and then upload the ELSIGs to Document Tracking and Management System.

ELSIG Upload

This function allows you to upload an ELSIG file to Document Tracking and Management System. If your ELSIG is expired, you must submit an updated ELSIG file that has been exported from UD/MIPS or RAPTRS.

How Do I Get Here?

1. Begin on the any **Document Tracking and Management System** page.
2. From the **Tools** menu, choose **ELSIG Upload**. The **ELSIG Upload** page displays.

To Upload a File

1. In the **Unit** box, type the **Unit Number** or the **DSSN**.
2. In the **ELSIG** box, type the **ELSIG**.
3. In the **Seed** box, type the **Seed**.
4. If you are logged in as an Admin or Disbursing certifier, do one of the following:
5. If you want to overwrite ELSIGs currently on the system, check **Overwrite Existing ELSIGs**.
6. If you do not want to overwrite the existing ELSIGs, clear **Overwrite Existing ELSIGs.**

5. Do one of the following:
6. If you know the path of the file you want to upload, in the **Select the ELSIG file you wish to upload** box, type the **Path** of the file you want to upload.

7. If you do not know the path of the file you want to upload, choose **Browse**, and then in the **Select the ELSIG file you wish to upload** box, choose the **File** you want to upload.

6. Choose **Upload & Login**. The file is uploaded to the Document Tracking and Management System database, and you return to the previous page.

Users

The Users for this application will be Admin and Disbursing personnel with Admin Preparer, Admin Reviewer, Admin Certifier, Disbursing Preparer, Disbursing Auditor, and Disbursing Certifier-level Authority ELSIGs.

Admin Preparer

The Admin Preparer can view electronic documents and run reports on all documents created for their RUC.

Access Rights:

- Prepare a NAVMC 11116 (quad) or NAVMC 11060 document.
- Copy an existing NAVMC 11116 and change the SSN to make another document.
- Edit any document excluding any transactions entered in the diary block by the disbursing unit.
- Assign a document currently assigned to you, to another user or work group.
- Delete any document that you created which has not previously been certified.
- Self-assign any document that is currently sitting in the work pool.
- Forward for review, any document that has been assigned to you.
- Add your ID to a defined workgroup if that workgroup allows self-assignment.

Admin Reviewer

The Admin Reviewer can review electronic documents for all preparers within the RUC and run reports on all documents for their RUC.

Access Rights:

- Review any document.
- Assign any document to a user or workgroup.
- Delete any document that has not previously been certified.
- Kill any document that has previously been certified.
- Self-assign any document.
- Forward to the Certifier any document that you reviewed.

- Delete TTC's.

Admin Certifier

The Admin Certifier can certify electronic documents and run reports on all documents generated by their RUC.

Access Rights:

- Prepare a NAVMC 11116 or NAVMC 11060 document. Since the certifier cannot generate transactions, they cannot enter any data into the diary block. This requires a preparer action.
- Edit any document. This excludes any transactions entered in the diary block by the disbursing unit.
- Assign a document currently assigned to them to another user or workgroup.
- Close any advisory notice sent to a unit from the disbursing office as a document re-certified, killed, or closed.
- Delete any document that you created which has not previously been certified.
- Self-assign any document currently sitting in the work group.
- Review any document.
- Kill any previously certified document.
- Certify a reviewed document.

Disbursing Preparer

The Disbursing Preparer can create electronic documents, Zero Balance Separations DTL's, work electronic documents from Admin units and forward any document for review.

Access Rights:

- Review any document.
- Input disbursing transactions into the diary block.
- Edit any disbursing transactions in the diary block.
- Assign a document currently assigned to you to another user or workgroup.
- Self-assign any document.
- Forward for review any document.
- Create an advisory notice to be forwarded for review.

Disbursing Auditor

The Disbursing Auditor can audit electronic documents from Admin units and view or print quads by DSSN or RUC.

Access Rights:

- Review any document.
- Assign any document to a user or workgroup.
- Self-assign any document.
- Forward to the certifier, any document that you have reviewed.
- Create an advisory notice to be forwarded to the Certifier.
- Delete any advisory notice that has not previously been certified.
- Kill any advisory notice that has previously been certified.

Disbursing Certifier

The Disbursing Certifier can certify electronic documents from Admin units and view and print documents created by their DSSN or RUC.

Access Rights:

- Review any document.
- Assign any document to a user or workgroup.
- Kill any document that has previously been certified.
- Self-assign any document.
- Close any document that you have reviewed.
- Create an advisory notice to be certified and sent to a specific Admin unit.
- Delete any advisory notice that has not previously been certified.
- Close or kill any advisory notice that has previously been certified.
- Forward the NAVMC 11060 for zero balancing.

CHAPTER 4

1. SECTION MAINTENANCE
2. USER DEFAULTS

CHAPTER 5

1. REPORTS
2. 5-DAY EAS REPORT
3. 10-DAY QUAD REPORT
4. 10-DAY SEPARATION REPORT
5. APPELLATE LEAVE REPORT
6. PENDING TTC REPORT
7. MISSING NAVMC 11060 REPORT
8. RFL MANAGEMENT REPORT
9. UNIT STATISTICS REPORT

- Title(User Defaults)

To Update the User Defaults

1. In the **Default Section** box, select one or more **Section** you want to be the default.
2. To move one or more sections to either Available Sections or Assigned Sections, do one of the following:
3. Choose the **Less Than** or **Greater Than** symbol.
4. Choose **Select All** beneath the applicable Sections box.

3. Choose **Apply Updates**. The changes are saved.
4. A **Message** informs if you the update was successful or if it failed.

5. To enable yourself to work on the documents in the new section, Select **Allow Self-Assignment.** You are assigned to work on the new section documents and the members from the chosen section display in the Available Members box.
6. In the **Available Members** box or the **Selected Members** box, select the **Members** you want to add or delete in the section.
7. Do one of the following:

    1. Choose the **Greater Than** or **Less Than** character. The selected members are added to or deleted from the section and display in the applicable member's box.

OR

- Beneath the **Available Members** box or the **Selected Members** box, choose the applicable **Select All** button and then choose the **Greater Than** or **Less Than** character. The members are added to or deleted from the section and display in the applicable members box.

8. To save your changes, choose **Update Section** and the section changes are updated. A message at the bottom of the page informs you if the update was successful.

To Delete a Section

1. In the **Members for Section** box, select the **Section** you want to delete.
2. Choose **Delete Section.** A message prompts you to verify the deletion.
3. Choose **OK.** The **Section** is deleted from the database.

User Defaults

This function allows you to choose the section you want to display on the User Console. You must be assigned to the section you choose for it to be available to you as a user default.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Tools** menu, choose **Preferences.** A sub **Menu** displays.
3. From the sub **Menu,** choose **User Defaults.** The **User Defaults** page displays.

The following information displays:

Header

- User name of RUC or DSSN

Section Maintenance

This function allows you to add or delete a section to the database or add or remove members in a section. A message informs you when the process completes successfully or if the process fails. You can self-assign yourself to a document to work on it or self-assign yourself to a section. Only Admin and Disbursing Certifier-level ELSIGs have access to this page.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Tools** menu, choose **Preferences.** A sub **Menu** displays.
3. From the sub **Menu**, choose **Section Maintenance.** The **Section Maintenance** page displays.

This page displays the following information:

Header

- DSSN or RUC
- Title (Section Maintenance)

Body

- New Section
- Allow Self Assignment
- Add Section
- Members for Section
- Allow Self Assignment
- Available Members
- Select All
- Selected Members
- Select All

To **Add a Section to the Database**

1. In the **New Section** box, type in upper case the **Section** name of the unit you want to add (up to 30 characters)
2. To enable yourself to work on documents in the new section, select **Allow Self-Assignment.** You are assigned to work the new section documents.
3. Choose **Add Section**. The **New Section** is added to the database.

4. To add members to the section, from the **Members for Section** list, select the desired section you want to choose members from.

Reports

Only a user within the unit that created the document and that has been assigned to that document, can modify it through the report. All other users have view only access. You can scroll to the top, previous, next and bottom to navigate through the records.

The available reports are:

- **5-Day EAS Report**
- **10-Day Quad Report**
- **10-Day Separation Report**
- **Appellate Leave Report**
- **Missing NAVMC 11060 Report**
- **Pending TTC's Report**
- **RFL Management Report**
- **Unit Statistics Report**

5-Day EAS Report

This report can be viewed online or printed and provides a list of separation documents (11060) that are within five days or less of the Expiration of Current Contract date on the form, excluding appellate leave documents.

From this report depending on your loginELSIG and depending on the status of the document, you can view any document listed, modify any document that was created by your unit, and view any files attached to a document listed. Once the document is in review or certifier status, it cannot be modified.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **5-Day EAS**. The **5-Day EAS Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN or RUC
- Title (5-Day EAS Report)

Body

- First Certified Date
- SSN
- Member Name (Last, First, MI)
- View History
- Type
- Status
- Print Document

At the Bottom

- Top
- Previous
- Next
- Bottom

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.
2. Follow the directions on the **Update Document** help page, beginning with the **To Update a Document Page** section.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose **Print Document**. The document displays.

10-Day Quad Report

This report can be viewed online or printed and provides a list of all electronic Quad6 documents that are still in an open status ten days after their initial certification.

From this report depending on your loginELSIG and depending on the status of the document, you can view any document listed, modify any document that was created by your unit, and view any files attached to a document listed.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **10-Day Quad**. The **10-Day Quad Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN or RUC
- Title (10-Day Quad Report)

Body

- From Date
- To Date
- Refresh Report
- First Certified Date
- SSN
- Member Name (Last, First, MI)
- View History
- Type
- Status
- Print Document

At the Bottom

- Top
- Previous
- Next
- Bottom

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **View Information From Specific Dates**

1. In the **From Date** box, type the beginning date you want information from.
2. In the **To Date** box, type the ending date you want information to. The information for the period specified displays on the report.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.
2. Follow the directions on the <u>**Update Document**</u> help page, beginning with the **To Update a Document Page** section.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose <u>**Print Document**</u>. The document displays.

10-Day Separation Report

This report can be viewed online or printed and provides a list of all electronic separation documents (11060) in an open status that were originally certified with less than ten days prior to the Expiration of Current Contract date on the form, excluding appellate leave documents.

From this report depending on your loginELSIG and depending on the status of the document, you can view any document listed, modify any document that was created by your unit, and view any files attached to a document listed. Once the document is in review or certifier status, it cannot be modified.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu,** choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **10-Day Separation**. The **10-Day Separation Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN or RUC
- Title (10-Day Separation Report)

Body

- First Certified Date
- SSN
- Member Name (Last, First, MI)
- View History
- Type
- Status
- Print Document

At the Bottom

- Top
- Previous
- Next
- Bottom

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.
2. Follow the directions on the **Update Document** help page, beginning with the **To Update a Document Page** section.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose **Print Document**. The document displays.

Appellate Leave Report

This report can be viewed online or printed only by the Disbursing ELSIGs and provides a list of Appellate Leave Separation documents (11060) that are in an open status. This report displays all documents that have your RUC as the originating RUC. For all administrative units except Navy and Marine Corps Appellate Leave Activity (NAMALA), the query uses the Originating Unit ID column. For NAMALA, the query uses the Current Unit ID column.

From this report, depending on your loginELSIG and depending on the status of the document, you can view any document listed, modify any document that was created by your unit, and view any files attached to a document listed. Once the document is in review or certifier status, it cannot be modified.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **Appellate Leave**. The **Appellate Leave Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN or RUC
- Title (Appellate Leave Report)

Body

- First Certified Date
- SSN
- Member Name (Last, First, MI)
- View History
- Type
- Status
- Print Document

At the Bottom

- Top
- Previous
- Next
- Bottom

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.

2. Follow the directions on the **Update Document** help page, beginning with the **To Update a Document Page** section.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose **Print Document**. The document displays.

Pending TTC Report

This report can be viewed online or printed and allows you to enter a date range for the report to cover. It provides a list of disbursing symbols that have documents that fall into the date range along with the averaged work times for each document type, as well as averages for the Marine Corps as a whole. When an individual disbursing symbol is selected, it provides a breakout of all RUCs that submitted documents to that symbol for the date range and average work times for each document type.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports.** A sub **Menu** displays.
3. From the sub **Menu**, choose **Pending TTC**. The **Pending TTC Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN ANNNN or RUC NNNNN
- Title (Pending TTC Report)

Body

- Original Certification Date
- SSN
- Member Name (Last, First, MI)
- View History
- Type
- Status

At the Bottom

- Top
- Previous
- Next
- Bottom

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.
2. Follow the directions on the **Update Document** help page, beginning with the **To Update a Document Page** section.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose **Print Document**. The document displays

Missing NAVMC 11060 Report

This report is available to all elsig users and can be viewed online or printed. It provides RFL, HQMC the ability to identify and track individuals within a time range who separated from the Marine Corps and who do not have an active/recent NAVMC 11060 document within Document Tracking and Management System. Only Admin Preparers, Certifiers, ECOs, and Commanding Officers have access to create a new NAVMC 11060 for those individuals.

This report retrieves a large number of records from ODSE and takes some time to execute.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **Missing NAVMC 11060**. The **Missing NAVMC 11060 Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN ANNNN or RUC NNNNN
- Title (Missing NAVMC 11060 Report)

Body

- SSN
- Member Name
- Grade
- ECC
- PRUC
- DSSN

To **View Information From Specific Dates**

1. In the **From Date** box, type the beginning date you want information from.
2. In the **To Date** box, type the ending date you want information to. The information for the period specified displays on the report. The default value is 30 days from the current system date.

To View the Most Current Report Information

- Choose **Refresh Report.** The report page displays the most current information.

To Create the Missing 11060

- Choose **Create 11060.** The **Input SSN** page displays.

To View All Documents For an SSN

- On the desired record, choose **Print Document**. The document displays.

RFL Management Report

This report can be viewed online or printed and allows you to enter a date range for the report to cover. It provides a list of disbursing symbols that have documents that fall into the date range along with the averaged work times for each document type, as well as averages for the Marine Corps as a whole. When an individual disbursing symbol is selected, it provides a breakout of all RUCs that submitted documents to that symbol for the date range and average work times for each document type.

From this report depending on your loginELSIG and depending on the status of the document, you can view any document listed, modify any document that was created by your unit, and view any files attached to a document listed. Once the document is in review or certifier status, it cannot be modified.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports.** A sub **Menu** displays.
3. From the sub **Menu**, choose **RFL Management Report**.
4. The **Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN or RUC
- Title (RFL Management Report)

Body

- From Date
- To Date
- Refresh Report
- Documents Worked by DSSN
- Average Hours Worked
- Documents Worked by RUC
- Average Hours Worked
- Documents Worked for SSN
- Average Hours Worked
- Member Name (Last, First, MI)
- Document Type
- Last Certified Date
- Hours Worked
- View History
- Document Status
- Print Document

To **View** the Document History

- Choose **View History**. The **Document History** page displays.

To **Modify** the Document Page

1. On the record you want to modify, choose the member's **Name**. The **Document** page displays.
2. Follow the directions on the **Update Document** help page, beginning with the **To Update a Document Page** section.

To **View Information From Specific Dates**

1. In the **From Date** box, type the beginning date you want information from.
2. In the **To Date** box, type the ending date you want information to. The information for the period specified displays on the report.

To **View the Most Current Report Information**

- Choose **Refresh Report.** The report page displays the most current information.

To Print the Report

- On the desired record, choose **Print Document**. The document displays.

Unit Statistics Report

This report can be viewed online or printed and provides the Admin Units visibility to activity on documents submitted to their Disbursing Unit, the current status for those documents, and the date they were closed.

How Do I Get Here?

1. Begin on any **Document Tracking and Management System** page.
2. From the **Menu**, choose **Reports**. A sub **Menu** displays.
3. From the sub **Menu**, choose **Unit Statistics**. The **Unit Statistics Report** displays.

This report displays the following information:

Header

- User Name (First and MI, Last)
- DSSN ANNNN or RUC NNNNN
- Title (Unit Statistics Report)

Body

- From Date
- To Date
- 10-Day Quad
- 10-Day Separation
- Pending TTCs
- RFL Management
- 5-Day EAS
- Appellate Leave
- Unit Statistics
- Missing NAVMC 11060
- Worked by RUC
  - Advisory Notice (Open, Closed, Killed)
  - NAVMAC 11060 (Open, Closed, Killed)
  - NAVMAC 11116 (Open, Closed, Killed)
- During (Current Month/Year)
  - Advisory Notice (Open, Closed, Killed)
  - NAVMAC 11060 (Open, Closed, Killed)
  - NAVMAC 11116 (Open, Closed, Killed)

- Documents worked for SSN
- Name (Last Name, First Name, MI or Advisory Notice)
- Type of Document
- Date Last Certified
- Status of Document

- During (Previous Month/Current Year)

To View Information From Specific Dates

1. In the **From Date** box, type the beginning date you want information from.
2. In the **To Date** box, type the ending date you want information to. The information for the period specified displays on the report.

To View the Most Current Report Information

- Choose **Refresh Report.** The report page displays the most current information.

To View the Document History

- Choose **View History** on the desired record. The **Document History** page displays.

To Print a Document Page

- On the record you want to print, choose **Print Document**. The document displays.