

MAINTAINING THE WPAC ROUTING LIST

Prepared by the
III MEF/ MCI WPAC – MCB CAMP FOSTER DTS HELP DESK

In order to correct common routing issues, organize our routing process, and to continue to be in compliance with MARADMIN 291/12, the Regional Disbursing Office-Pacific requires that units utilize the **WPAC** routing list to route all authorizations, local vouchers, and vouchers (excluding TECOM documents). **Unit AOs are required to review and stamp all authorizations with the *APPROVED* stamp indicating the completion of an authorization. They will still be required to stamp vouchers with the *AUTHORIZED* stamp before they are routed to disbursing for approval.** Unit ODTAs are responsible to ensure the steps below are accomplished and adhered to. The WPAC routing list should be the only routing list utilized to route authorizations and vouchers for approval. If units require additional routing lists to route documents, they can be created but the use of additional routing list should be kept to a minimum. If there is a need to create additional routing list, which is suggested to help with cross- org funding, they must begin with WPAC (example: ***WPAC CLR37***). This will allow for the help desk to perform a mass update to the WPAC routing list as needed.

Note: ODTAs are not allowed to insert unit AOs to any routing list to approve vouchers.

Instructions for ODTAs

- The *WPAC* routing list must be set as the organizational default routing list.
- The *WPAC* routing list must be set as the default routing list in each traveler's profile.

Authorizations

- Update the *WPAC* routing list with authorization
RO- level 15 Reviewed stamp
CO- level 20 Certified stamp
AO- level 25 **APPROVED** stamp- the last step in an authorization process
- Do not insert any level 5 RO's; this level is reserved for DMO reviewers.

Vouchers and Local Vouchers

- Insert unit AOs as the last unit reviewer level 25 with the ***AUTHORIZED*** stamp for both local vouchers and vouchers.
- Each unit must determine if additional unit reviewers are needed before the voucher is submitted to the unit AO *level 25*. If there is a requirement, the ODTA must insert additional unit ROs/COs (level 15 and/or 20).
- ***Additional reviewers will delay the voucher settlement process.***

- Units should have the same Officials for each level for Authorizations, Vouchers, and Local Vouchers in every routing list.
- **DO NOT** insert unit personnel to approve local vouchers or vouchers for any reason.
- This is a great time to make sure all ROs/COs/AOs in the routing lists are up to date on their certification for permissions. If they are not, please send in the terminated DD 577s.

DTS Help Desk Responsibilities

- The DTS help desk will update the *WPAC* routing list with DMO ROs *level 5*.
- The DTS help desk will update the *WPAC* routing list with disbursing ROs *level 29* and disbursing AOs *level 30*.

For questions on the maintenance of the WPAC routing list please contact the Pacific Region DTS Help Desk.

(315) 645-3300

pacificregiondtshelpdesk@usmc.mil