



**DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775**

IN REPLY REFER TO:

7250

RFL-F

18 APR 2002

From: Commandant of the Marine Corps, Headquarters United States Marine Corps,  
Washington, D.C. 20380-1775

To: Marine Corps Disbursing and Finance Officers

Subj: EMAIL FOR IATS PROCESSING PROCEDURES

Encl: (1) Procedures for Processing IATS Claims with the EMailForIATS Application

1. The EMailForIATS application was recently installed in all Disbursing and Finance Offices to expedite the travel claim payment notification process and to better serve our customers. The application interfaces with IATS and generates an email to the traveler that includes their IATS travel voucher as an attachment thereby eliminating the cumbersome routing of paper documents. Thus, the traveler knows exactly when their travel claim was paid and the amount of the payment. Use of the EMailForIATS application is mandatory and effective immediately.
2. Disbursing and Finance Officers will establish procedures for processing incorrect or missing email addresses. The enclosure provides a starting point for offices to use to formulate standard operating procedures for populating and maintaining the IATS database with the correct email addresses.
3. My point of contact regarding this matter is GySgt Perry Hampton. He can be reached at DSN 224-4981/82.

A handwritten signature in black ink, appearing to read "L. Dowdle", written in a cursive style.

**L. DOWDLE  
By direction**

Subj: EMAIL FOR IATS PROCESSING PROCEDURES

1. Disbursing and Finance Officers should require that all travelers (PCS and TDY) annotate their current email address in the remarks section of the 1351-2, when the claim is received by the travel clerk that particular information should be verified. If the traveler does not have an email address, then they will receive their claim via the current process being used. Please do not reject the travel claim if this information is not present. There is a free-form statement labeled "Message sent with voucher:" within the EMailForIATS application which should be modified to include, but not limited to the following items:

a. A statement that if the traveler is due any funds, will be deposited in the traveler's account within 24-48 hours upon receipt of the email.

b. If this claim was received in error, please forward it back to the Disbursing/Finance Office for further processing.

c. If you have any questions, please contact the Disbursing/Finance office OR the Administrative Office whichever is appropriate.

2. The travel clerk should then access the EMailForIATS application and input the email address utilizing the modify individual email addresses option. These steps should be performed as time and workload permits. The IATS database is not expected to be 100% accurate and populated immediately, it is known that this process will take some time before the database is fully populated to a point where it is only maintained.

3. After the day's business has been processed and it is determined that there is not an email address resident in the IATS database (this will be annotated in the status of vouchers screen within the EMailForIATS application), please use the following procedures:

a. Verify whether or not the user has a valid email address or not by accessing the global address list within outlook or by contacting the traveler – do this only if the email address is not annotated on the 1351-2.

b. Access the EMailForIATS application and click on the modify individual email addresses button and modify the individual's email address.

4. After the day's business has been processed and it is determined that there is an incorrect email address resident in the IATS database due to the travel clerk receiving an undeliverable email notification stating that the recipient name is not recognized or if you received an email from a traveler that received the claim in error, please use the following procedures:

a. Access the travel clerk's sent folder within outlook (if they used the EMailForIATS application to send out that day's business) to view the attached travel voucher, then access the global address book and verify the traveler's email address, if the email address is valid then complete step 3b above. You can then manually send out the voucher to the traveler.

Enclosure (1)