# Maintaining the CPEN Routing List

In order to be in compliance with MARADMIN 291/12, The Regional Disbursing Office-West requires that units utilize the *CPEN* routing list to route all vouchers (local vouchers and vouchers) for approval to disbursing (excluding TECOM vouchers). **Unit AOs are required to review and stamp all vouchers with the *AUTHORIZED* stamp before they are routing to disbursing for approval.** Unit ODTAs are responsible to ensure the steps below are accomplished and adhered to.

The CPEN 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 them but the use of additional routing list should be kept to a minimum. If there is a need to create additional routing list, they must begin with CPEN (example: *CPEN S-1*). This will allows for the help desk to perform a mass update to the CPEN routing list as needed.

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

## Instructions for ODTAs

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

**Authorizations**

- Update the *CPEN* routing list updated with authorization ROs/COs/AOs.
- 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.
- MARFORRES units will insert unit AOs as the last unit reviewer *level 26* with the *CERTIFIED* 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. If there is a requirement, the ODTA may insert additional unit ROs/COs (levels between 10-20).
- *Note: Additional reviewers will delay the voucher settlement process.*
- DO NOT insert unit personnel to approve local vouchers or vouchers for any reason.

## DTS Help Desk Responsibilities

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

**For questions on the maintenance of the CPEN routing list please contact the DTS Help Desk**

Help Desk phone number: (760) 763-7152