

PCS Orders - Approving

Introduction This guide provides the procedures for approving (or denying) a member's PCS Orders (setting Order Status to Ready) in Direct Access (DA).

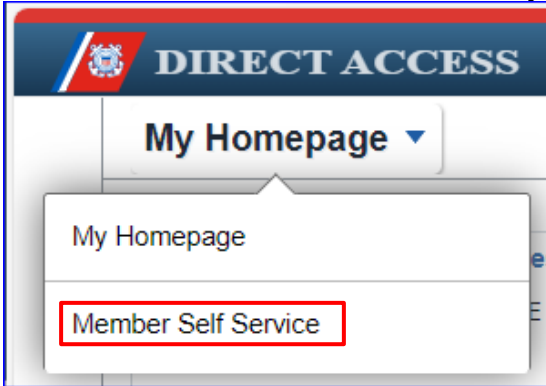
Cancellations

- Assignment Officers (AO) can cancel PCS orders in an **Authorized** or a **Ready** status.
- SPOs can cancel PCS orders in an **En Route** or **Finished** status.

Order Status

Status	Meaning in DA
Authorized	Orders are issued by the Assignment Officer.
Awaiting \$	Orders are awaiting funds obligation through FSMS.
Ready	Member -specific changes have been made to the orders and approved by the P&A Supervisor or PAO (PCS Travel Details Approval), The Estimated Depart and Report Dates will also update in the airport terminal.
En Route	Member has departed the old unit (Travel Order Depart Endorsement has been approved).
Finished	Member had reported into the new unit (Travel Order Report Endorsement has been approved).
Cancelled	Orders have been cancelled.

Procedures See below.

Step	Action
1	<p>Select Member Self Service from the My Homepage drop-down.</p> 

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PCS Orders - Approving, Continued

Procedures, continued

Step

Action

2

Click on the **Requests (All Types) – View** tile.

Requests (All Types) - View

3

Select the **Requests I am Approver For** radio button. The **Transaction Name** will default to All Transactions and the **Transaction Status** will default to Pending, leave as is, click **Populate Grid**.

View My Action Requests

Smeagol Stoor

1. 'My Submitted Requests' allows member to bring up only their Action Requests.

2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.

3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.

4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)

5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.

6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

☐ My Submitted Requests

☒ Requests I am Approver For

☐ All Requests

Transaction Name:

All Transactions

Transaction Status:

Pending

Submission From Date:

Submission To Date:

Populate Grid

Refresh

4

Any pending Orders will display under Order Approvals. It may be necessary to click **View All** to display all pending Orders. Orders may also be sorted by clicking on any of the **column headers**.

Click **Approve/Deny** for the Order to be approved.

Order Approvals

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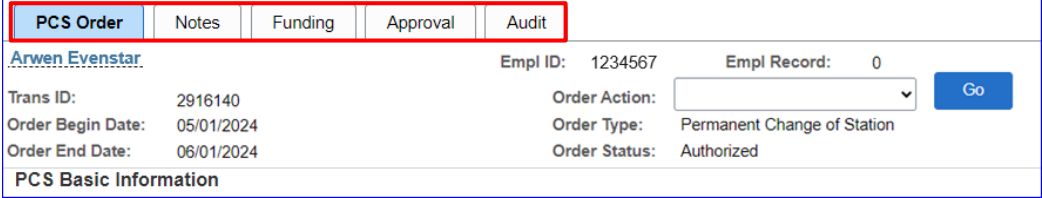
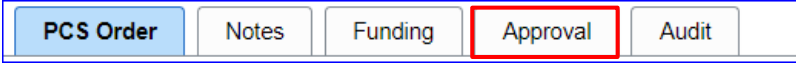
View All

Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny
PCS Order Travel Details	Pending	Samuel Gamgee	1234567	Coast E. Bear	Smeagol Stoor	02/23/2024	05/01/24	Approve/Deny
PCS Order Travel Details	Pending	Merry Brandybuck	2222222	Coast E Bear	Smeagol Stoor	02/22/2024	02/22/24	Approve/Deny
Reserve Order Cancel	Pending	Bilbo Baggins	3333333	Coast E. Bear	Smeagol Stoor	02/22/2024	04/07/24	Approve/Deny

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PCS Orders - Approving, Continued

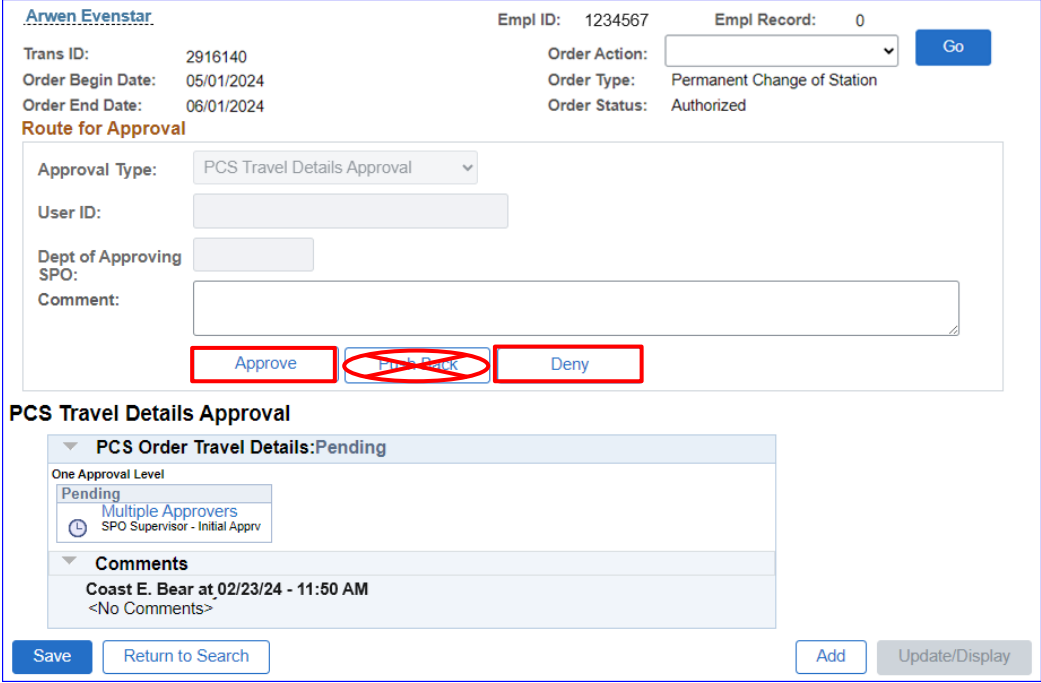
Procedures, continued

Step	Action
5	<p>The PCS Order will display. Using the tabs across the top of the Order, review the Order information to ensure everything is correct.</p> 
6	<p>After review, select the Approval tab.</p> 

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PCS Orders - Approving, Continued

Procedures,
continued

Step	Action
7	<p>If applicable, enter Comments (must enter a comment if Push Back or Denied). Select:</p> <ul style="list-style-type: none"> • Approve – Sets the Order status to Ready and the PCS Travel Details status to Approved. • Push Back – NOT RECOMMENDED. This option sets the status to On Hold with comments for editing/resubmission and limits access to the orders to only one person who submitted the orders for authorization (if they are unavailable when the orders are ‘pushed back’, no one will be able to access the orders in their place). • Deny – Sets the PCS Travel details status to Denied and removes the transaction from all Authorizing Official’s Action requests to allow editing/resubmitting by anyone. 

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PCS Orders - Approving, Continued

Procedures,
continued

Step	Action
8	<p>If Approved: The PCS Order Travel Details status will update to Approved and the Order Status will update to Ready.</p> <div> <p>Arwen Evenstar Empl ID: 1234567 Empl Record: 0 Go</p> <p>Trans ID: 2916140 Order Action: <input type="text"/> Go</p> <p>Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/01/2024 Order Status: Ready</p> <p>Route for Approval</p> <p>Approval Type: PCS Travel Details Approval</p> <p>User ID: <input type="text"/></p> <p>Dept of Approving <input type="text"/></p> <p>SPO: <input type="text"/></p> <p>Comment: <input type="text"/></p> <p>Approve Push Back Deny</p> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details Approved View/Hide Comments</p> <p>One Approval Level</p> <p>Approved</p> <p>Smeagol Stoor SPO Supervisor - Initial Apprv 02/23/24 - 12:06 PM</p> <p>Comments</p> <p>Smeagol Stoor at 02/23/24 - 12:06 PM <No Comments></p> <p>Coast E. Bear at 02/23/24 - 11:50 AM <No Comments></p> <p>Save Return to Search Add Update/Display</p> <p>If Denied: The PCS Order Travel Details status will update to Denied and the Order will be removed from the Orders Approval list.</p> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details Denied View/Hide Comments</p> <p>One Approval Level</p> <p>Denied</p> <p>Smeagol Stoor SPO Supervisor - Initial Apprv 02/23/24 - 12:28 PM</p> <p>Comments</p> <p>Smeagol Stoor at 02/23/24 - 12:28 PM Comments Required to Deny.</p> <p>Coast E. Bear at 02/22/24 - 5:35 PM <No Comments></p> </div>

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PCS Orders - Approving, Continued

Procedures, continued

Step

9

Action

To print the approved Order, either **refresh the page (F5)** or **exit** the transaction and go back into it. Use the **Order Action** drop-down to select Print Order, then click **Go**.

PCS Order

Notes

Funding

Approval

Audit

Arwen Evenstar

Empl ID: 1234567

Empl Record: 0

Trans ID: 2916140

Order Action:

Print Order

Order Begin Date: 05/01/2024

Order Type: Permanent Change of Station

Order End Date: 06/01/2024

Order Status: Ready

PCS Basic Information

Go

10

To view the Order History: Select the **Audit** tab. The Audit tab displays the **Approval History** and **Order History** of any users that have touched the PCS Order.

PCS Order

Notes

Funding

Approval

Audit

Arwen Evenstar

Empl ID: 1234567

Empl Record: 0

Trans ID: 2916140

Order Action:

Print Order

Order Begin Date: 05/01/2024

Order Type: Permanent Change of Station

Order End Date: 06/01/2024

Order Status: Ready

Approval History

Q

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View All

	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments
1	8765432	Smeagol Stoor	02/23/2024 12:06:41PM	Approved	PCS Order Travel Approval		
2	8765432	Smeagol Stoor	02/23/2024 12:06:21PM	Approved	PCS Order Travel Approval		Smeagol Stoor: No Comments
3	9876543	Coast E. Bear	02/23/2024 11:50:11AM	Approved	PCS Order Travel Approval		Coast E. Bear: No Comments

Order History

Q

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Summary

Order Header

Order Travel

Order Funding

Details

||>

	User ID	Name	Datetime Modified	Action	Audit Record Name
1	8765432	Smeagol Stoor	02/23/2024 12:06:40PM	Change	CG_FMS_ORD_HDR