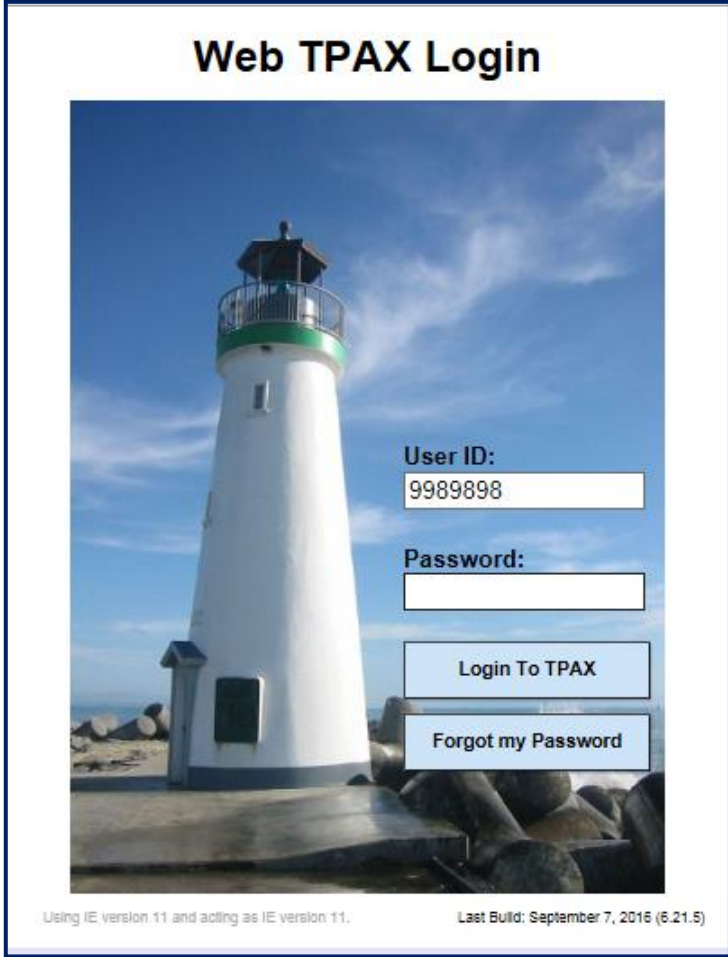


Requesting a PCS Travel Advance via Proxy

Introduction This guide will help you request a PCS Travel Advance (as a Proxy).

Procedural Warning PCS orders must have all PCS entitlements calculated, with the total amount the member is authorized, and the amount authorized as an advance.

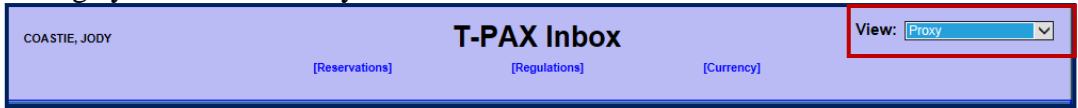
Procedures See below

Step	Action
1	<p>Log into TPAX as you normally do:</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy via Proxy, Continued

Procedures,
continued

Step	Action
2	<p>Change your view to Proxy.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with a 'View:' dropdown menu on the right. The dropdown is open, and 'Proxy' is selected. Below the header are links for '[Reservations]', '[Regulations]', and '[Currency]'. The user name 'COASTIE, JODY' is visible in the top left.</p>
3	<p>Under Create New select Advance Request.</p>  <p>The screenshot shows the 'T-PAX Inbox' header with a 'View:' dropdown menu set to 'Proxy'. Below the header is a navigation bar with 'Profile and History', 'Create New', 'Tools', and 'Help'. The 'Create New' dropdown menu is open, and 'Advance Request' is selected. Below the navigation bar is a table with columns: SSN, Name, Category, Created By, Auth. Official, Status, Status Date, Origin, Arrive At, Request ID, and Amount. The table is currently empty.</p>

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Requesting a PCS Travel Advance via Proxy via Proxy,

Continued

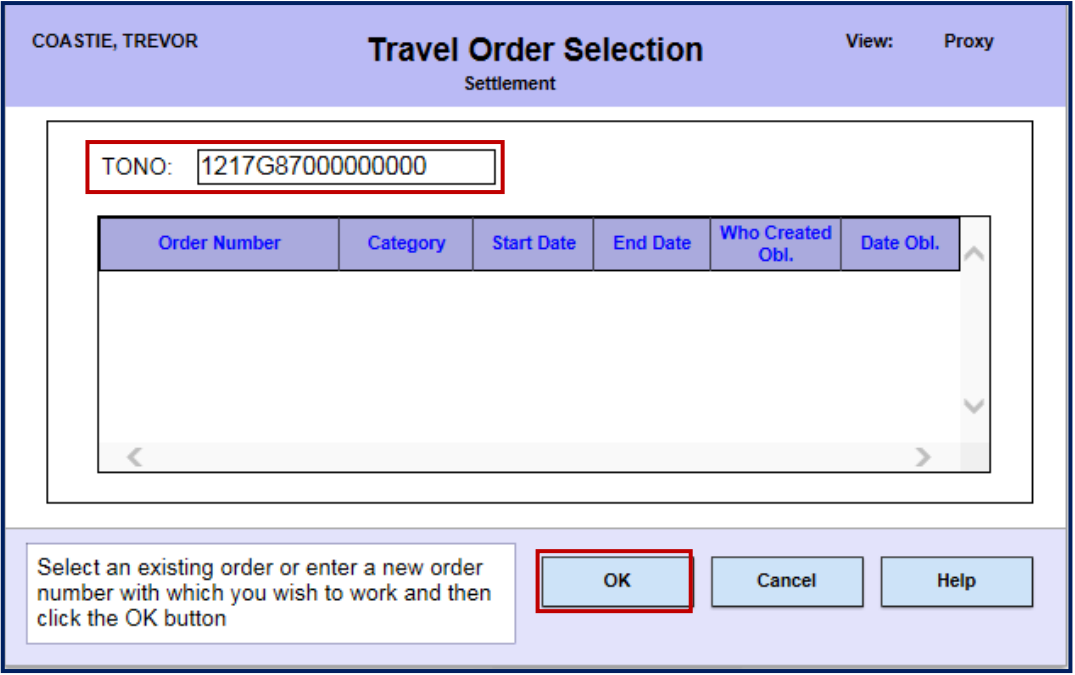
Procedures,
continued

Step	Action
4	<p>Enter the member's Emp. ID, click Search and then OK.</p> <div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Select Traveler</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>Emp. ID:</p> <input type="text" value="999946"/> </div> <div style="width: 20%;"> <p>SSN:</p> <input type="text"/> </div> <div style="width: 30%;"> <p>Last Name:</p> <input type="text" value="COASTIE, TREVOR"/> </div> <div style="width: 20%;"> <input type="button" value="Search"/> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Address-1: <input type="text" value="444 SE QUINCY STREET"/></p> <p>Address-2: <input type="text"/></p> <p>City: <input type="text" value="TOPEKA"/></p> <p>State/Country: <input type="text" value="KANSAS"/></p> <p>Zip Code: <input type="text" value="66683"/></p> </div> <div style="width: 45%;"> <p>Grade/Rank: <input type="text" value="E7"/></p> <p>Organization: <input type="text" value="7947400"/></p> <p>DSSN: <input type="text"/></p> </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/> </div> </div>

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Requesting a PCS Travel Advance via Proxy via Proxy, Continued

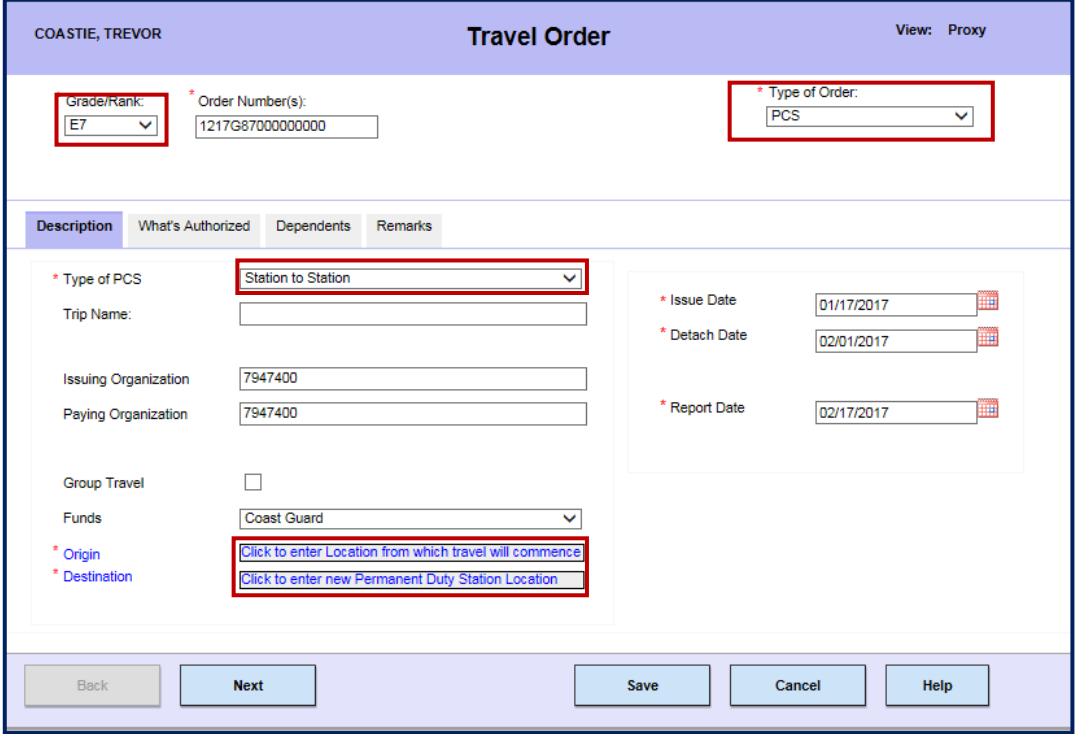
Procedures,
continued

Step	Action
5	<p>Enter the TONO and click OK.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

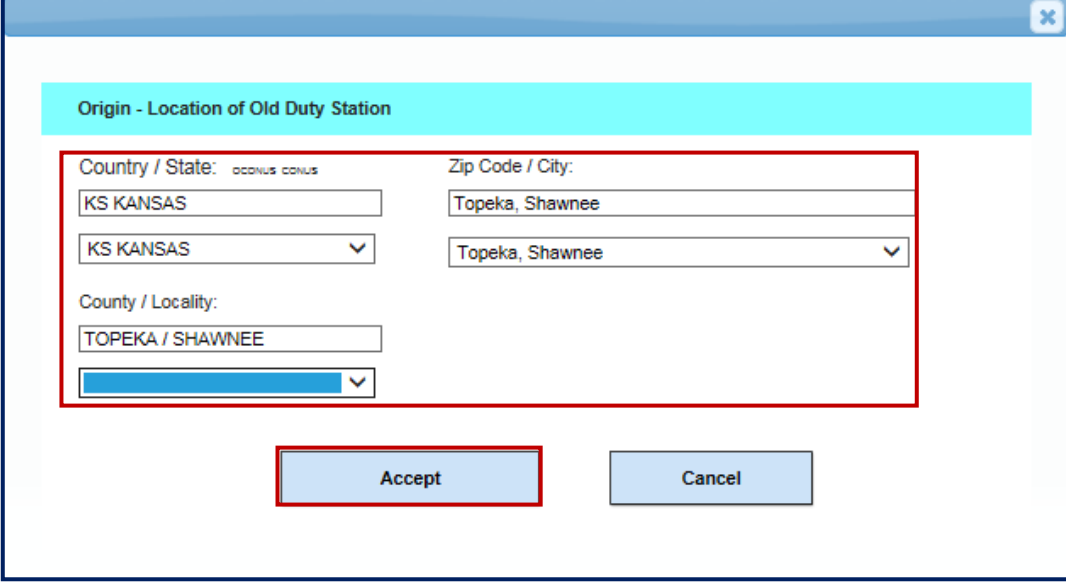
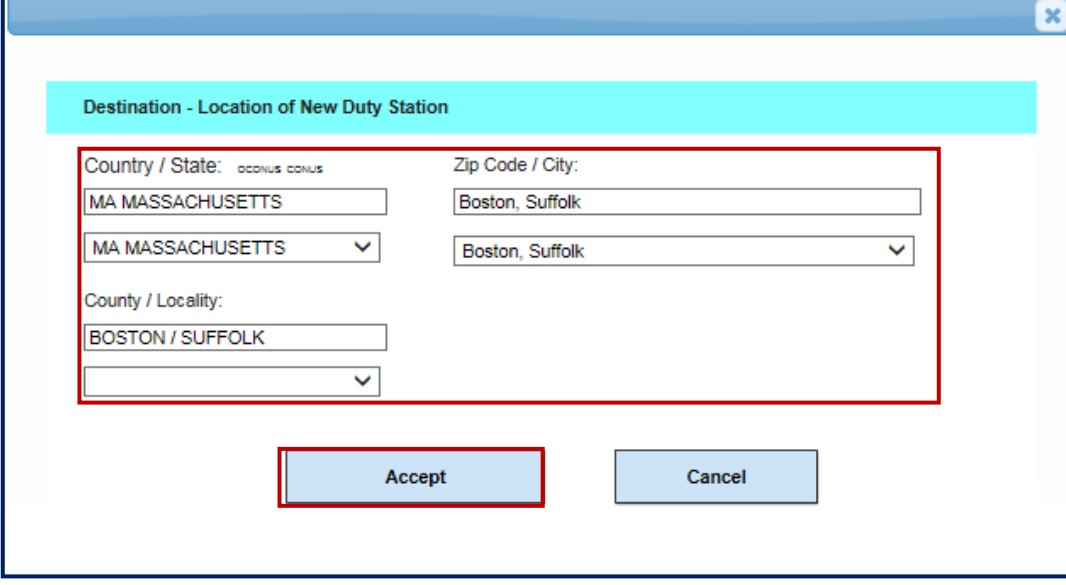
Procedures,
continued

Step	Action
6	<p>Enter the member's Grade/Rate and change Type of Order to PCS. Pick appropriate choice from Type of PCS drop-down. Click the Origin hyperlink and enter the old duty station. Click the Destination hyperlink and enter the new duty station. See successive (next two) screen shots.</p>  <p>The screenshot shows the 'Travel Order' form for COASTIE, TREVOR. The form is titled 'Travel Order' and has a 'View: Proxy' link. It contains several fields and sections:</p> <ul style="list-style-type: none"> Grade/Rate: A dropdown menu with 'E7' selected. Order Number(s): A text field containing '1217G87000000000'. Type of Order: A dropdown menu with 'PCS' selected. Description: A tabbed section with 'Description' selected. It contains: <ul style="list-style-type: none"> Type of PCS: A dropdown menu with 'Station to Station' selected. Trip Name: A text field. Issuing Organization: A text field containing '7947400'. Paying Organization: A text field containing '7947400'. Group Travel: A checkbox that is unchecked. Funds: A dropdown menu with 'Coast Guard' selected. Origin: A hyperlink that says 'Click to enter Location from which travel will commence'. Destination: A hyperlink that says 'Click to enter new Permanent Duty Station Location'. Issue Date: A date field containing '01/17/2017'. Detach Date: A date field containing '02/01/2017'. Report Date: A date field containing '02/17/2017'. <p>At the bottom of the form are buttons for 'Back', 'Next', 'Save', 'Cancel', and 'Help'.</p>

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

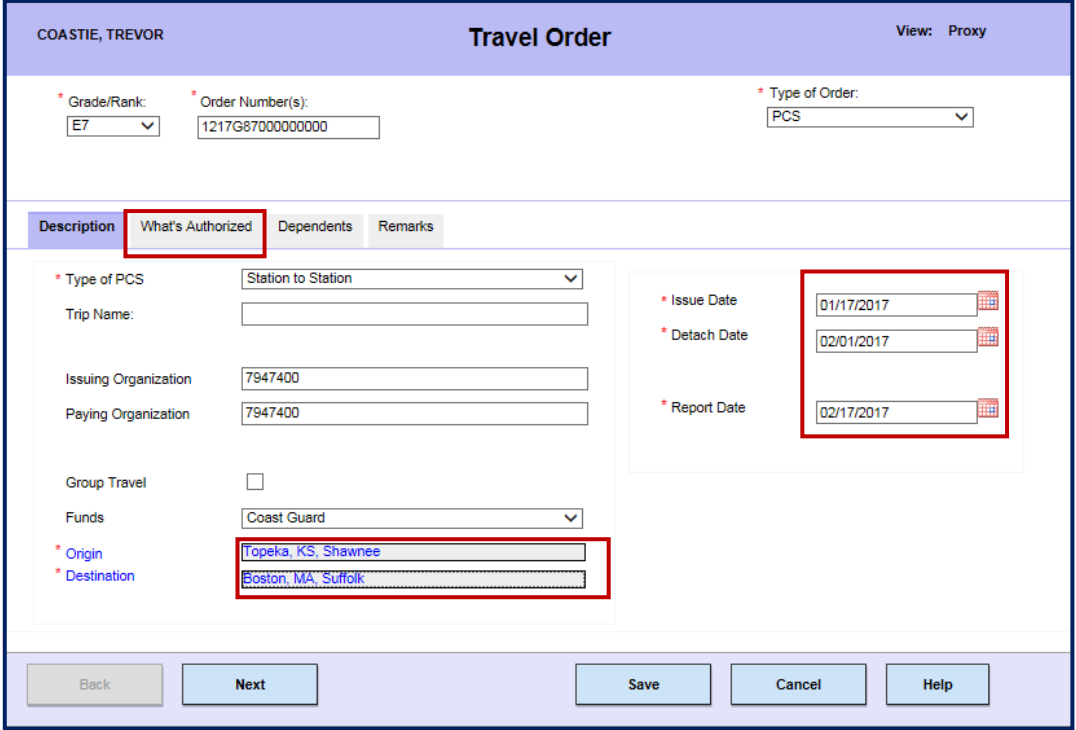
Procedures,
continued

Step	Action
7	<p>Enter the Location of the Old Duty Station. Click Accept.</p> 
8	<p>Enter the Location of the New Duty Permanent Station. Click Accept.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

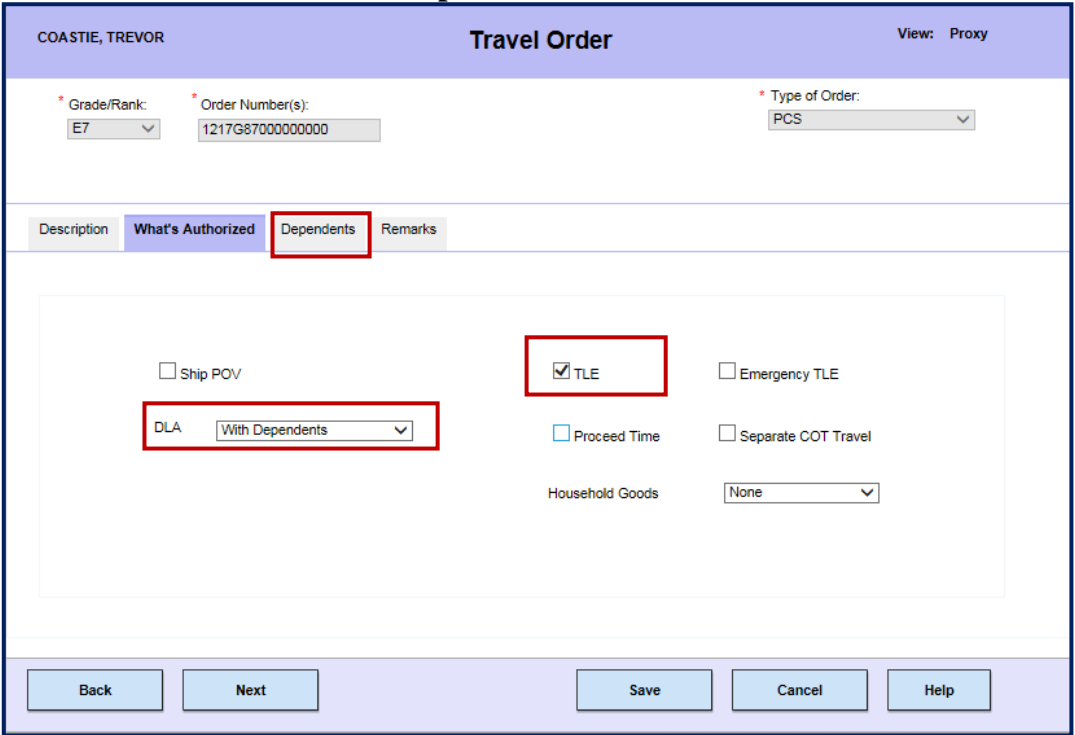
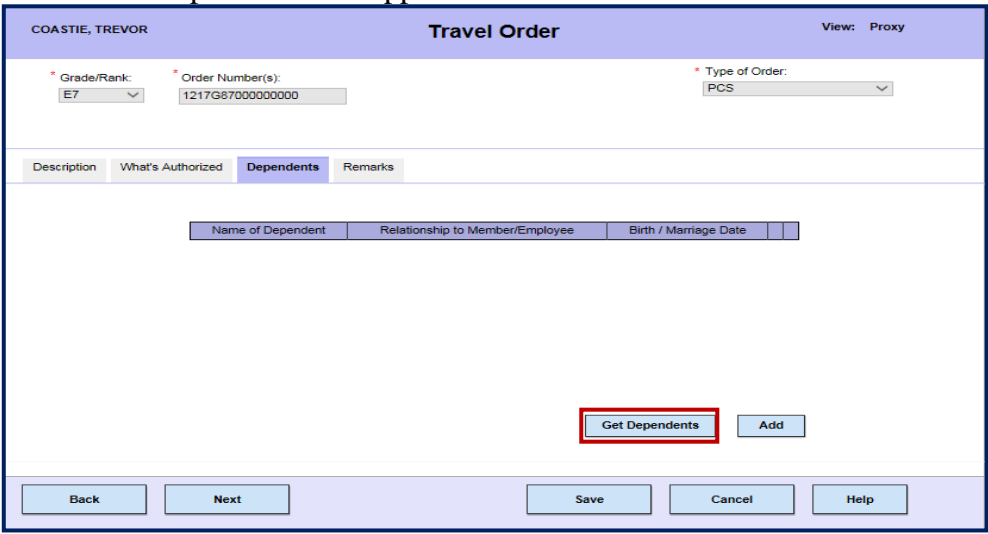
Procedures,
continued

Step	Action
9	<p>You should be navigated back to the Travel Order page. The page should reflect the Origin and Destination of your Traveler. Ensure Issue/Detach/Report dates are correct or adjust as necessary. Click the What's Authorized tab.</p>  <p>The screenshot shows the 'Travel Order' form for 'COASTIE, TREVOR'. The 'View' is set to 'Proxy'. The form includes fields for Grade/Rank (E7), Order Number(s) (1217G87000000000), and Type of Order (PCS). The 'What's Authorized' tab is selected, showing details for a 'Station to Station' PCS. The 'Origin' is 'Topeka, KS, Shawnee' and the 'Destination' is 'Boston, MA, Suffolk'. The 'Issue Date' is '01/17/2017', the 'Detach Date' is '02/01/2017', and the 'Report Date' is '02/17/2017'. The 'What's Authorized' tab and the date fields are highlighted with red boxes.</p>

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Requesting a PCS Travel Advance via Proxy, Continued

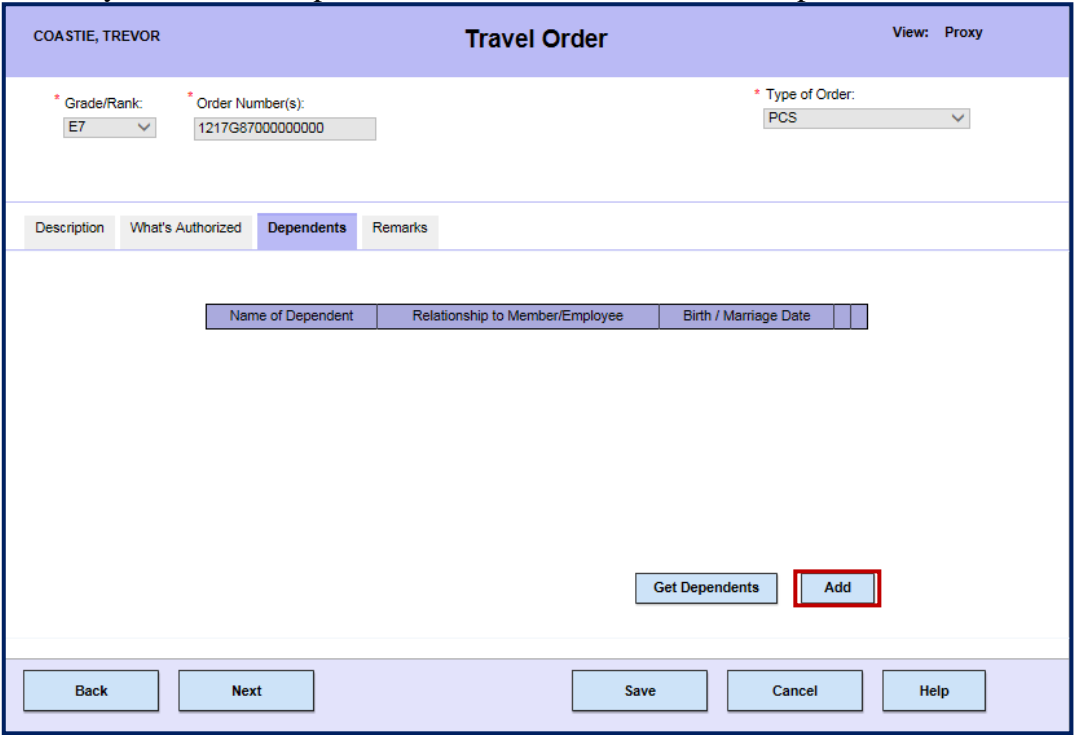
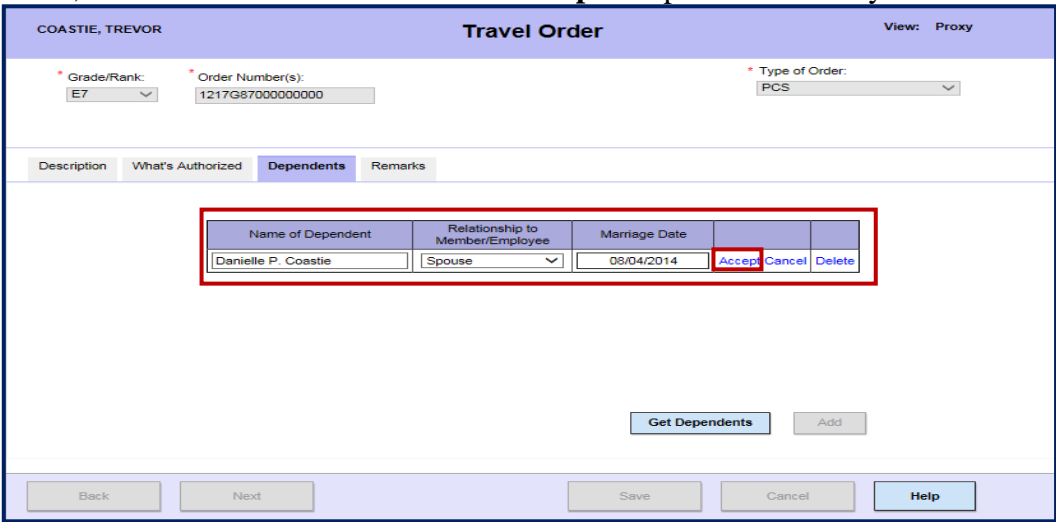
Procedures,
continued

Step	Action
10	<p>Select relevant items and click Dependents tab.</p> 
11	<p>If the member has a previous PCS move, you need only click Get Dependents and a list of dependents will appear.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

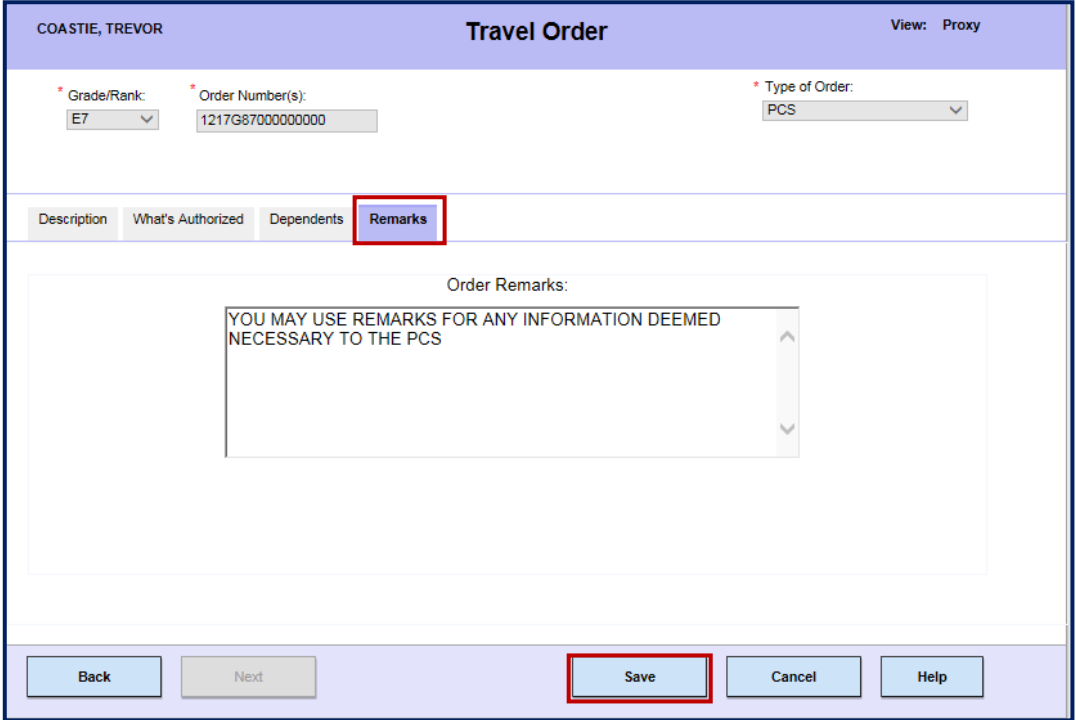
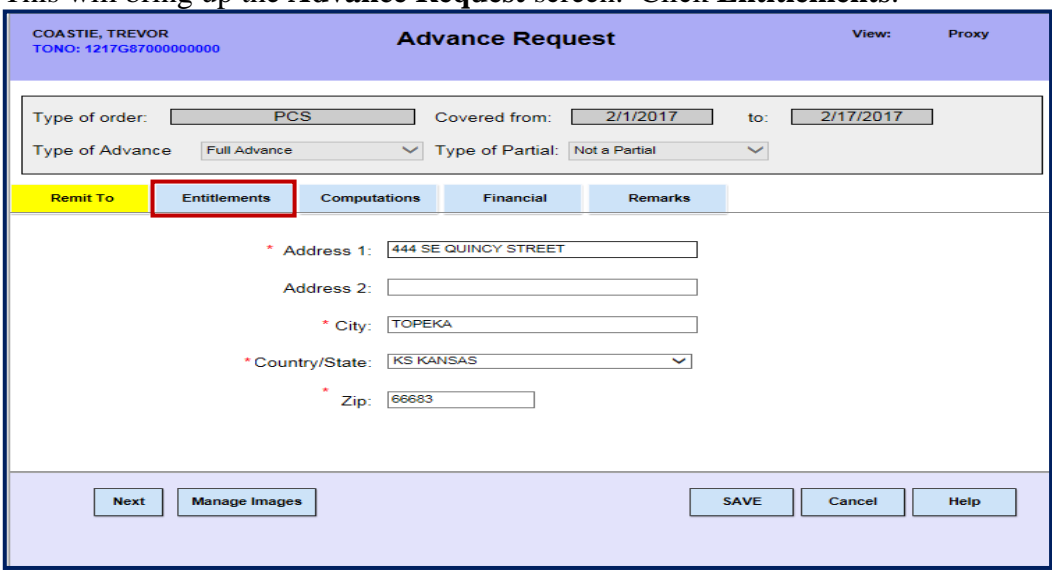
Procedures,
continued

Step	Action
12	<p>You may have to add dependents. If so, click Add to enter dependents.</p> 
13	<p>To enter dependents: Type the name, choose the relationship from the drop-down, enter the relevant date and click Accept. Repeat as necessary.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action
14	<p>Navigate to Remarks and enter relevant information. Click Save.</p> 
15	<p>This will bring up the Advance Request screen. Click Entitlements.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action																
16	<p>Check Claim is Precomputed.</p> <div> <div> COASTIE, TREVOR TONO: 1217G87000000000 </div> <div> Advance Request View: Proxy </div> </div> <div> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance: Full Advance Type of Partial: Not a Partial </div> <div> Remit To Entitlements Computations Financial Remarks </div> <div> <div> Claim is Precomputed <input checked="" type="checkbox"/> </div> <table border="1"> <thead> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr><td>Memb/Emp PCS Per Diem</td><td>0.00</td></tr> <tr><td>Memb/Emp Transportation</td><td>0.00</td></tr> <tr><td>Memb/Emp Reimbursables</td><td>0.00</td></tr> <tr><td>Memb/Emp MALT</td><td>0.00</td></tr> <tr><td>Ship POV</td><td>0.00</td></tr> <tr><td>Dep. Per Diem</td><td>0.00</td></tr> <tr><td>Dep. Transportation</td><td>0.00</td></tr> </tbody> </table> <div> From Date: 2/1/2017 To Date: 2/17/2017 </div> </div> <div> Back Next Manage Images SAVE Cancel Help </div>	Type	Amount	Memb/Emp PCS Per Diem	0.00	Memb/Emp Transportation	0.00	Memb/Emp Reimbursables	0.00	Memb/Emp MALT	0.00	Ship POV	0.00	Dep. Per Diem	0.00	Dep. Transportation	0.00
Type	Amount																
Memb/Emp PCS Per Diem	0.00																
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Ship POV	0.00																
Dep. Per Diem	0.00																
Dep. Transportation	0.00																

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action																
17	<p>Enter the appropriate amounts from the orders (either 80% of total entitlement or a reduced amount requested by the member). Click Next.</p> <div> <div> COASTIE, TREVOR TONO: 1217G87000000000 </div> <div> Advance Request View: Proxy </div> </div> <div> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance: Full Advance Type of Partial: Not a Partial </div> <div> Remit To Entitlements Computations Financial Remarks </div> <div> Claim is Precomputed <input checked="" type="checkbox"/> <table border="1"> <thead> <tr> <th>Type</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>2000.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>750.00</td> </tr> <tr> <td>Memb/Emp Reimbursables</td> <td>0.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>750.00</td> </tr> <tr> <td>Ship POV</td> <td>0.00</td> </tr> <tr> <td>Dep. Per Diem</td> <td>0.00</td> </tr> <tr> <td>Dep. Transportation</td> <td>0.00</td> </tr> </tbody> </table> From Date: 2/1/2017 To Date: 2/17/2017 </div> <div> Back Next Manage Images <div> SAVE Cancel Help </div> </div>	Type	Amount	Memb/Emp PCS Per Diem	2000.00	Memb/Emp Transportation	750.00	Memb/Emp Reimbursables	0.00	Memb/Emp MALT	750.00	Ship POV	0.00	Dep. Per Diem	0.00	Dep. Transportation	0.00
Type	Amount																
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Requesting a PCS Travel Advance via Proxy, Continued

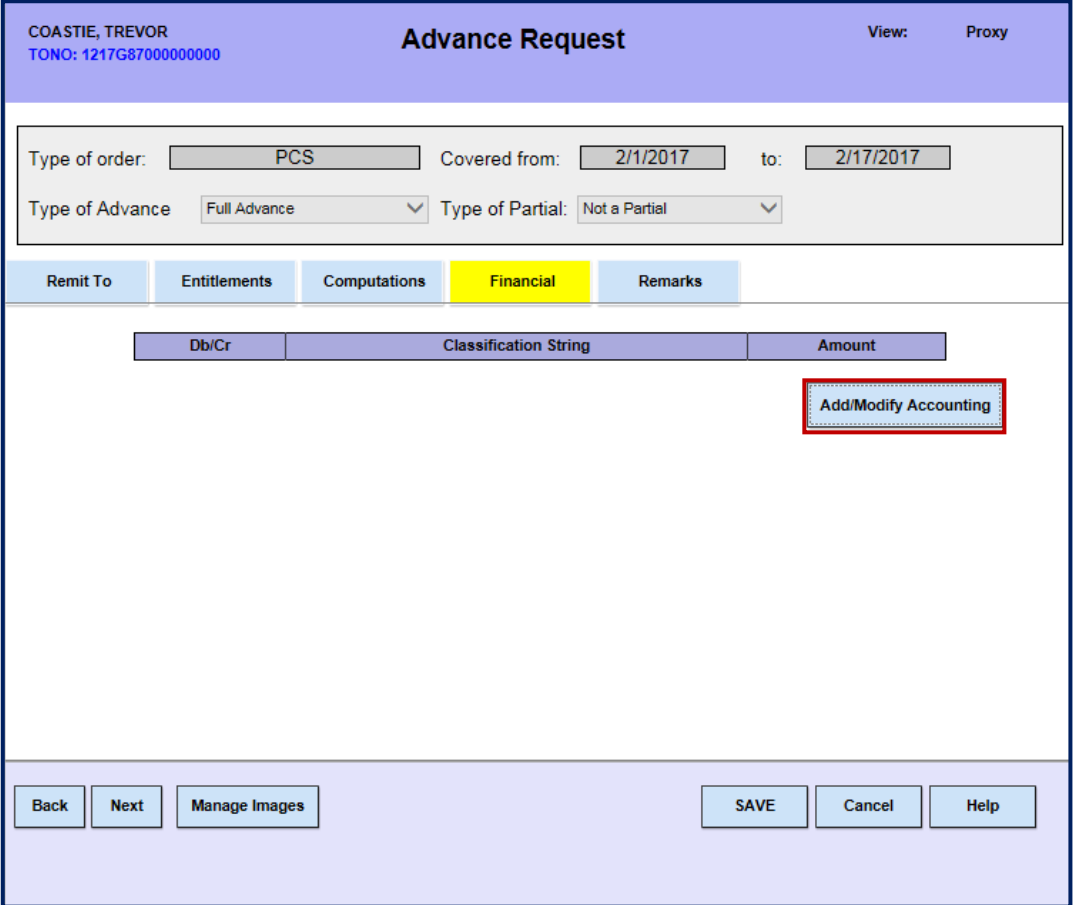
Procedures,
continued

Step	Action								
18	<p>This will bring up the Computations screen with the appropriate amounts as previously entered. Verify as correct and click Next.</p> <p>COASTIE, TREVOR TONO: 1217G87000000000</p> <p style="text-align: center;">Advance Request View: Proxy</p> <p>Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017</p> <p>Type of Advance: Full Advance Type of Partial: Not a Partial</p> <p>Remit To Entitlements Computations Financial Remarks</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Memb/Emp PCS Per Diem</td> <td>2,000.00</td> </tr> <tr> <td>Memb/Emp Transportation</td> <td>750.00</td> </tr> <tr> <td>Memb/Emp MALT</td> <td>750.00</td> </tr> </tbody> </table> <p>Computed Advance 3,500.00</p> <p>Date Advance Due 1/25/2017</p> <p>Authorized Advance 0.00</p> <p>Method of Payment Direct Deposit</p> <p>Due Employee 3,500.00</p> <p>Back Next Manage Images SAVE Cancel Help</p>	Description	Total	Memb/Emp PCS Per Diem	2,000.00	Memb/Emp Transportation	750.00	Memb/Emp MALT	750.00
Description	Total								
Memb/Emp PCS Per Diem	2,000.00								
Memb/Emp Transportation	750.00								
Memb/Emp MALT	750.00								

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Requesting a PCS Travel Advance via Proxy, Continued

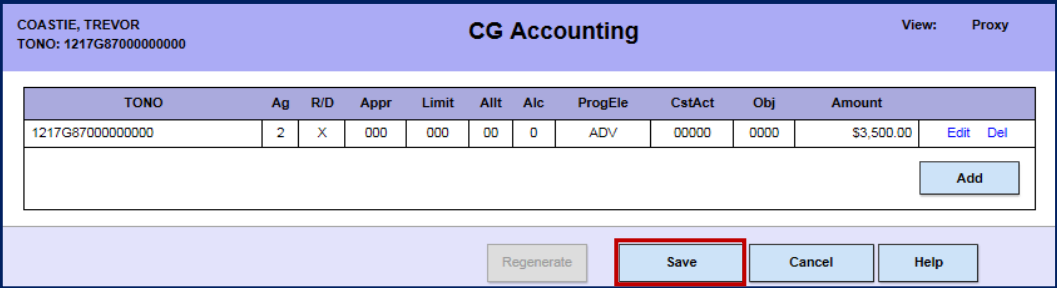
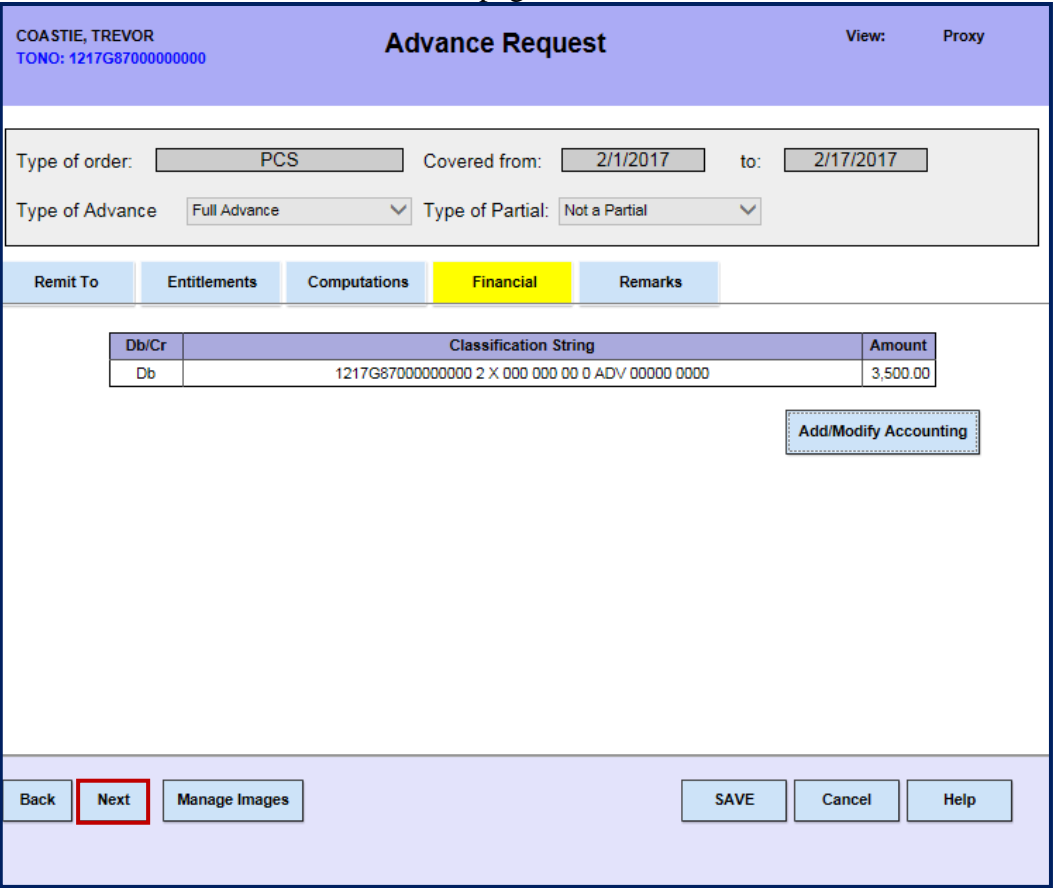
Procedures,
continued

Step	Action
19	<p>You will be pathed to the Financial tab. Click Add/Modify Accounting.</p>  <p>The screenshot shows the 'Advance Request' form with the following details:</p> <ul style="list-style-type: none"> User: COASTIE, TREVOR TONO: 1217G87000000000 View: Proxy Form Fields: <ul style="list-style-type: none"> Type of order: PCS Covered from: 2/1/2017 to: 2/17/2017 Type of Advance: Full Advance Type of Partial: Not a Partial Tabs: Remit To, Entitlements, Computations, Financial (selected), Remarks Table Headers: Db/Cr, Classification String, Amount Buttons: Back, Next, Manage Images, SAVE, Cancel, Help Action: Add/Modify Accounting (highlighted with a red box)

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Requesting a PCS Travel Advance via Proxy, Continued

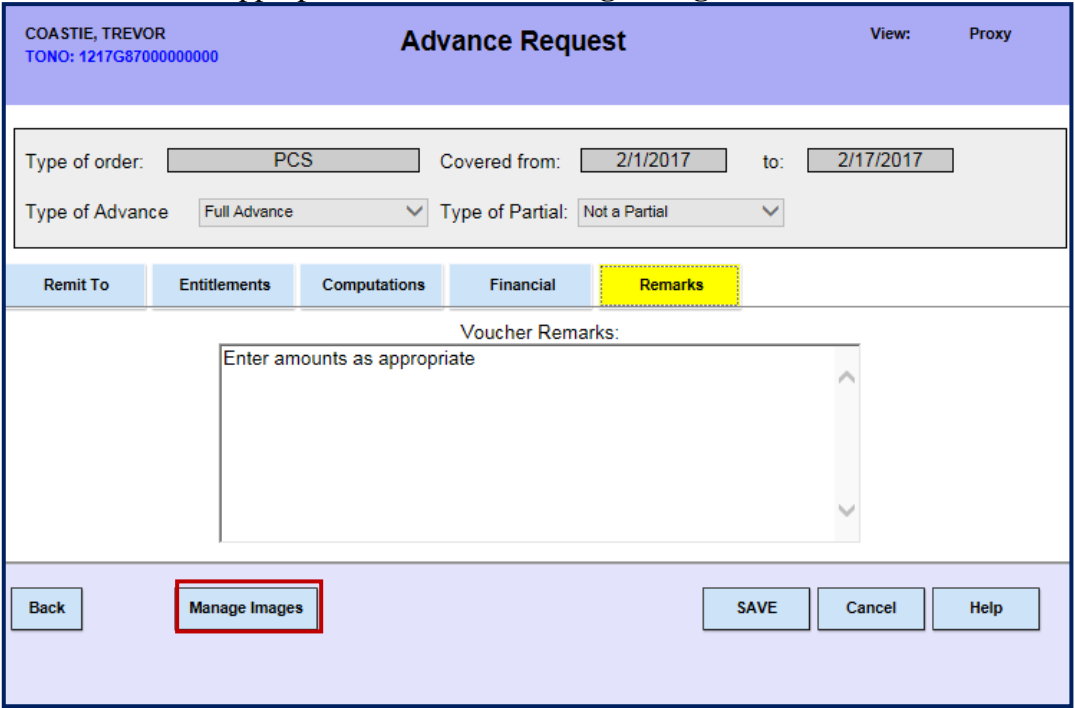
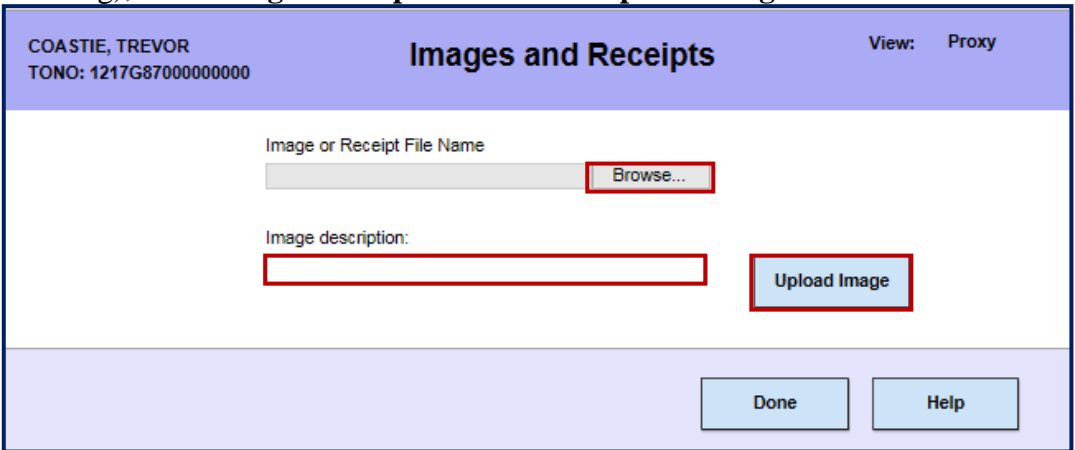
Procedures,
continued

Step	Action
20	<p>This will bring up a generic Line of Accounting. Do not adjust this line. Ensure aggregate amount is correct and click Save.</p> 
21	<p>You will be returned to the Financial page. Click Next.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

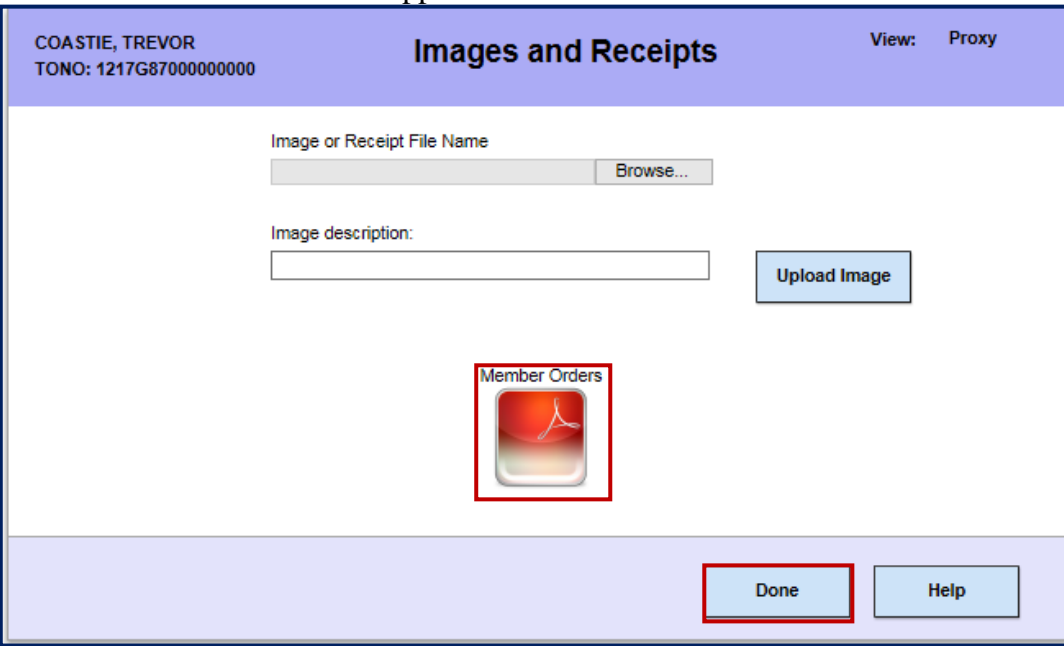
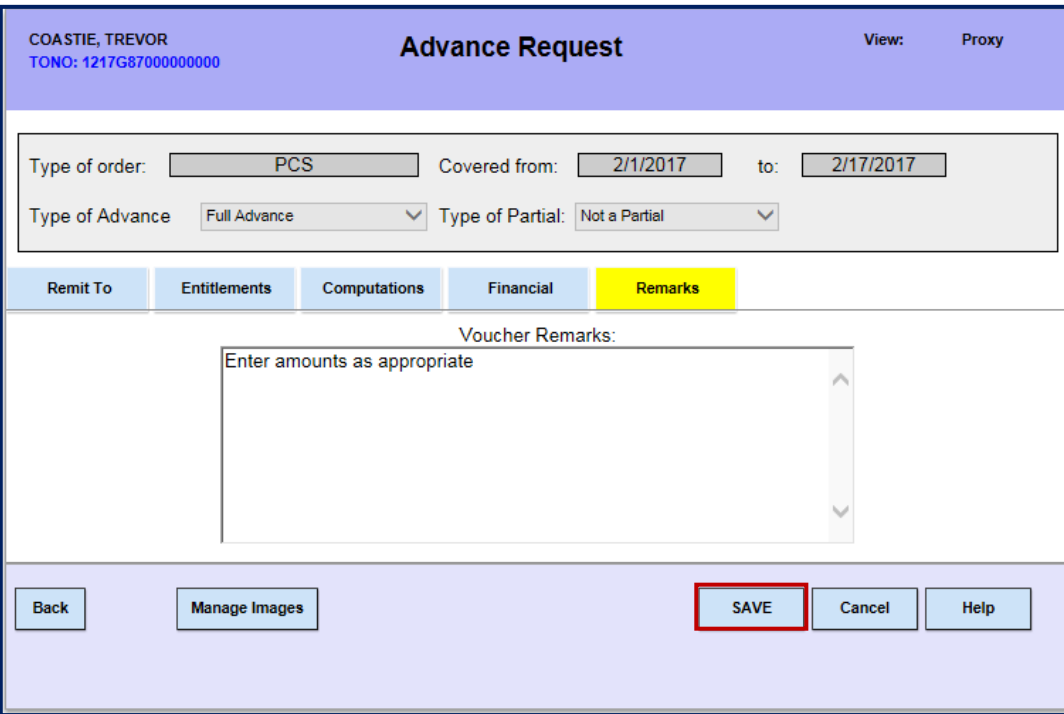
Procedures,
continued

Step	Action
22	<p>Enter remarks as appropriate, then click Manage Images.</p> 
23	<p>Click Browse, find the previously saved documents (remember the Procedural Warning), enter Image Description and click Upload Image.</p> 

Continued on next page

Requesting a PCS Travel Advance, Continued

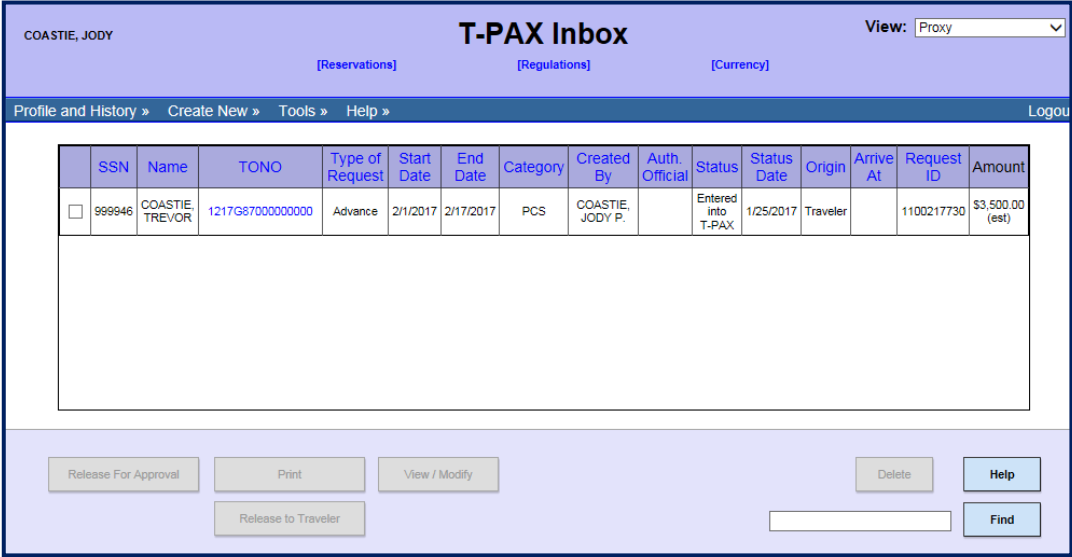
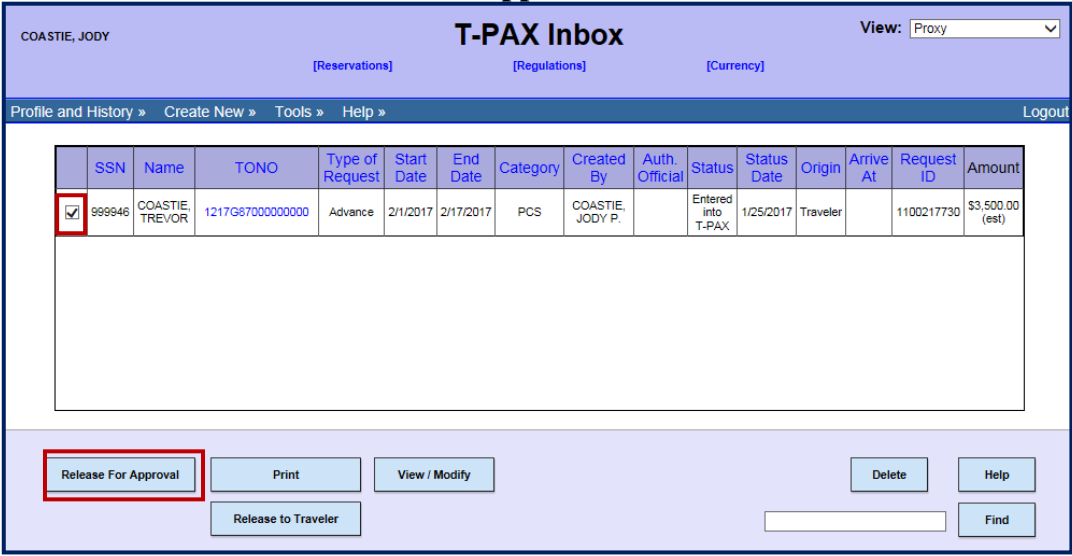
Procedures,
continued

	Action
24	<p>Click Done once the PDF file appears.</p> 
25	<p>You will be returned to Remarks. Click Save.</p> 

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Requesting a PCS Travel Advance via Proxy, Continued

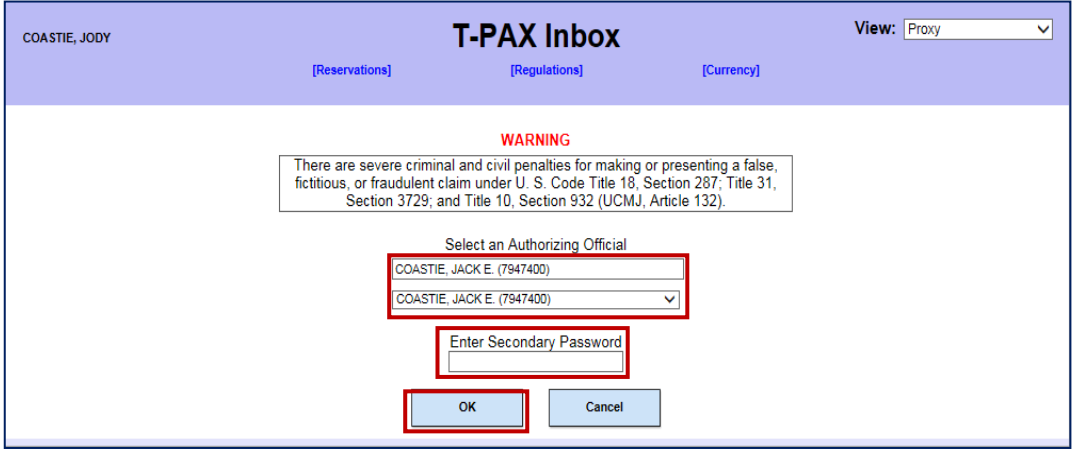
Procedures,
continued

Step	Action
26	<p>You will be pathed to your Inbox.</p> 
27	<p>Check the box and click Release for Approval.</p> 

Continued on next page

Requesting a PCS Travel Advance via Proxy, Continued

Procedures,
continued

Step	Action
28	<p>Select an AO, enter your secondary password and click OK.</p>  <p>The screenshot shows the 'T-PAX Inbox' interface. At the top left, the user is identified as 'COASTIE, JODY'. The title 'T-PAX Inbox' is centered, with a 'View: Proxy' dropdown on the right. Below the title are three links: '[Reservations]', '[Regulations]', and '[Currency]'. A red 'WARNING' message is displayed in a box, stating: 'There are severe criminal and civil penalties for making or presenting a false, fictitious, or fraudulent claim under U. S. Code Title 18, Section 287; Title 31, Section 3729; and Title 10, Section 932 (UCMJ, Article 132)'. Below the warning, the text 'Select an Authorizing Official' is shown. Two dropdown menus are present, both displaying 'COASTIE, JACK E. (7947400)'. Below these is a text input field labeled 'Enter Secondary Password'. At the bottom are two buttons: 'OK' and 'Cancel'. Red boxes highlight the dropdown menus, the password field, and the 'OK' button.</p>
