

PCS Orders – Amend & Cancel

Overview

Introduction This guide provides the procedures for amending or cancelling a set of PCS Orders in Direct Access (DA).

Before You Begin It is good practice to review Job Data to verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending a PCS Order.

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Required Information For orders to correctly process the Gender, Mailing Address, and Direct Deposit information must all have been entered.

Known Issues

- **Job Data Error:** Location codes for units that are co-located have been consolidated into one Location Code. If the job description of the location code is blank in Seq Nbr 1, this means the member has an invalid location code in Job Data. Submit a PPC ticket to get the member’s Job data updated. Once this is done, PPC will contact the POC to have the order cancelled and reissued.
- **Funding Error Fail** – If “Fail” is listed in the **Funds Check Status** column: Wait 24 hours (overnight) then try to submit the error again. If the status still indicates “Fail” submit a PPC ticket.

Resubmitting an Order: When Resubmitting an Order:

- Click the Return to Search Button.
- Wait at least 5 minutes.
- Click Submit Order again.
- If the status does not change submit a PPC trouble ticket.

Continued on next page

Overview, Continued

Amending a PCS Order

If the PCS Order Travel SEQ is not approved, you can make changes to that SEQ without being in Amend Mode.

- SEQ 99 Only allows the Estimated and Actual dates to be updated.
- Other SEQs allow updates on all fields.

The system allows SEQs to be added at any time, even in a Finished status.

If a PCS Order SEQ has been approved, no changes can be made to that SEQ outside of Amend Mode.

When a PCS Order is amended and approved, it should update the original Transfer row in Job Data if no newer Job Data rows are present.

If the Report date is being amended, the Job Data Transfer row must be verified that it was update with the new date. The member's existing BAH row must also be updated along with any other Pay Entitlements with the new effective date as well. If leave was affected by the change, verify the member's leave balance was adjusted accordingly.

Canceling a PCS Order

If the PCS Order is in an Awaiting \$, Authorized, ready, En route, or finished status, a P&A tech with the CGHRS role should be able to cancel the Order.

Cancel Order vs. Cancel Order and Funding

Cancel Order – Select cancel Order if funds have been obligated to prevent cancelling in the document Number. For example, if the member made flight arrangements prior to the order being cancelled, the Document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled.

Cancel Order and Funding – Select cancel Order and Funding if NO funds have been obligated against the document Number (i.e., booking fees, advances, etc.). this option cancels all document Numbers/Poet details associated with the Order.

Continued on next page

Overview, Continued

Changing the Funding/POET

If any of the funding lines/Cost Totals on DA orders are greater than \$0.00 and the funds for that funding line/Cost Total is not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example - If the member's Order has the following:

\$1000.00 Member Travel - Document Number 70Z0PCS220032920

\$100.00 Dependent Travel - Document Number 70Z0PCS220032920

\$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

If you change Dependent Travel to \$0.00, it will CANCEL that document Number. Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

Amending a PCS Order

Introduction This section provides the procedures for amending a PCS Order in DA.

Roles A **P&A tech with the CGHRS role** should be able to complete these procedures.

Before You Begin After a Travel SEQ has been approved on a PCS order, even in Amend Mode, the system will NOT allow you to change the SEQ Number, Travel Type, Estimated Date, nor Nature of Duty and the SEQ cannot be deleted (see examples below). It is important to verify those fields are correct before approving those SEQ Numbers.

Authorized, NOT in Amend Mode

The screenshot displays the 'Travel Orders' interface. It features a search bar and navigation controls at the top. Below, two travel orders are listed. The first order, with sequence number 1, is a 'Depart' type. It includes fields for 'Estimated Date' (06/01/2024), 'Actual Date', 'Nature of Duty' (Duty), 'Department' (000157), 'Location' (CA0023), 'Position Number' (00034242), and 'Posn Job Code' (480094). The department is identified as 'CG STA CHANNEL ISLANDS', the location as 'CG UNITS-OXNARD CA', and the position as 'LE/WEAPONS PETTY OFFICER & FAI'. A 'Route for Approval' button is visible. The second order, with sequence number 99, is a 'Report' type. It includes fields for 'Estimated Date' (07/01/2024), 'Actual Date', 'Nature of Duty' (Duty), 'Department' (038590), 'Location' (CA0422), 'Position Number' (00066450), and 'Posn Job Code' (480095). The department is 'MSRT WEST WHETSTONE DIV', the location is 'MSRT WEST', and the position is 'WHETSTONE MBR'. A 'Route for Approval' button is also present. Both orders have an 'Other Location' field and expandable sections for 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'.

Continued on next page

Amending a PCS Order, Continued

Before You Begin, continued

En Route, SEQ 1 Approved, NOT in Amend Mode

Travel Orders			
*Seq Nbr:	1	Travel Type:	Depart
Estimated Date:	03/08/2024	Department:	006137 OS A SCHOOL
Actual Date:	03/08/2024	Location:	CA0044 CG UNITS-PETALUMA CA
Nature of Duty:	Duty	Position Number:	00112813 A SCHOOL STUDENT - OS
		Posn Job Code:	415096 Seaman
Other Location:	<input type="text"/>		
	Route for Approval		
	<ul style="list-style-type: none"> ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses 		
*Seq Nbr:	99	Travel Type:	Report
Estimated Date:	03/22/2024	Department:	000003 CGC VIGILANT
Actual Date:		Location:	FL0001 CAPE CANAVERAL AFLOAT UNITS
Nature of Duty:	Duty	Position Number:	00001106 DUTY
		Posn Job Code:	420595 Third Class Operations Special
Other Location:	<input type="text"/>		
	Route for Approval		
	<ul style="list-style-type: none"> ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses 		

En Route, SEQ 1 Approved, Amend Mode

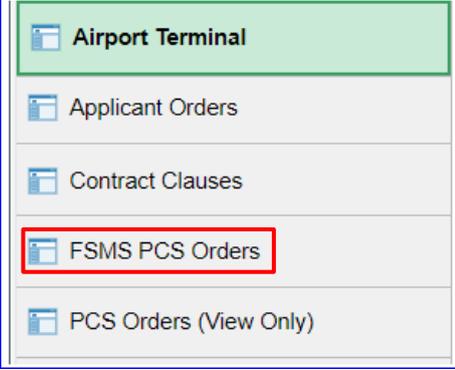
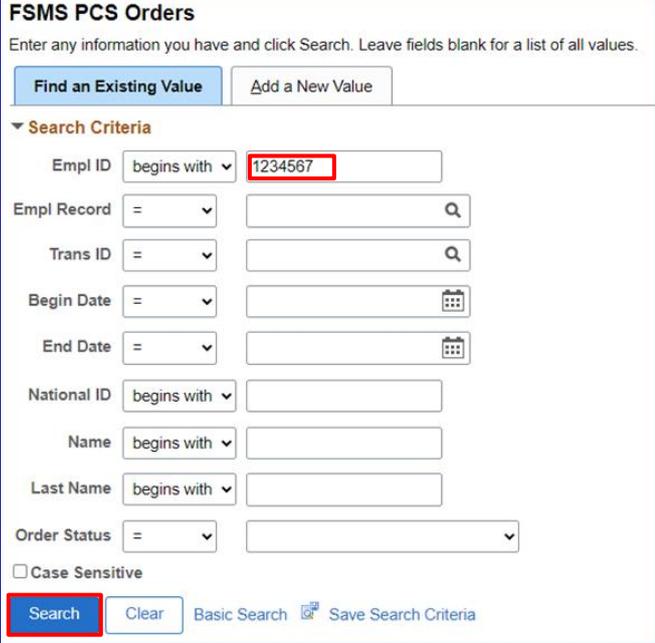
Travel Orders			
*Seq Nbr:	1	Travel Type:	Depart
Estimated Date:	02/25/2024	Department:	008846 CG MFPU BANGOR
Actual Date:	02/25/2024	Location:	WA0477 NAVAL BASE KITSAP
Nature of Duty:	Duty	Position Number:	1936656 TACTICAL COXSWAIN/BCM
		Posn Job Code:	410094 Second Class Boatswain's Mate
Other Location:	<input type="text"/>		
	Route for Approval		
	<ul style="list-style-type: none"> ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses 		
*Seq Nbr:	99	Travel Type:	Report
Estimated Date:	03/10/2024	Department:	009197 IS A SCHOOL
Actual Date:		Location:	VA0004 CG TRACEN YORKTOWN
Nature of Duty:	Duty	Position Number:	19363021 A SCHOOL STUDENT - IS
		Posn Job Code:	415096 Seaman
Other Location:	<input type="text"/>		
	Route for Approval		
	<ul style="list-style-type: none"> ▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses 		

NOTE: SEQ 1 nor SEQ 99 can be removed.

Continued on next page

Amending a PCS Order, Continued

Procedures See below.

Step	Action
1	<p>Click the Orders tile.</p> 
2	<p>Select the FSMS PCS Orders option.</p> 
3	<p>Enter the member's Empl ID and click Search.</p> 

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Amending a PCS Order, Continued

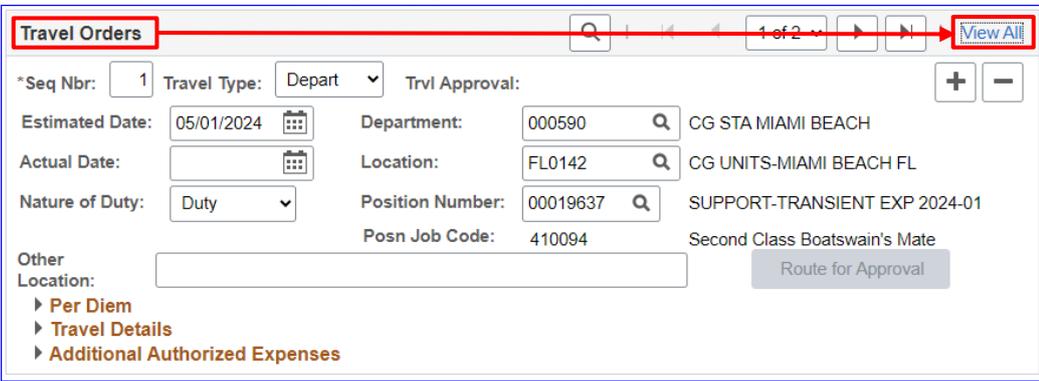
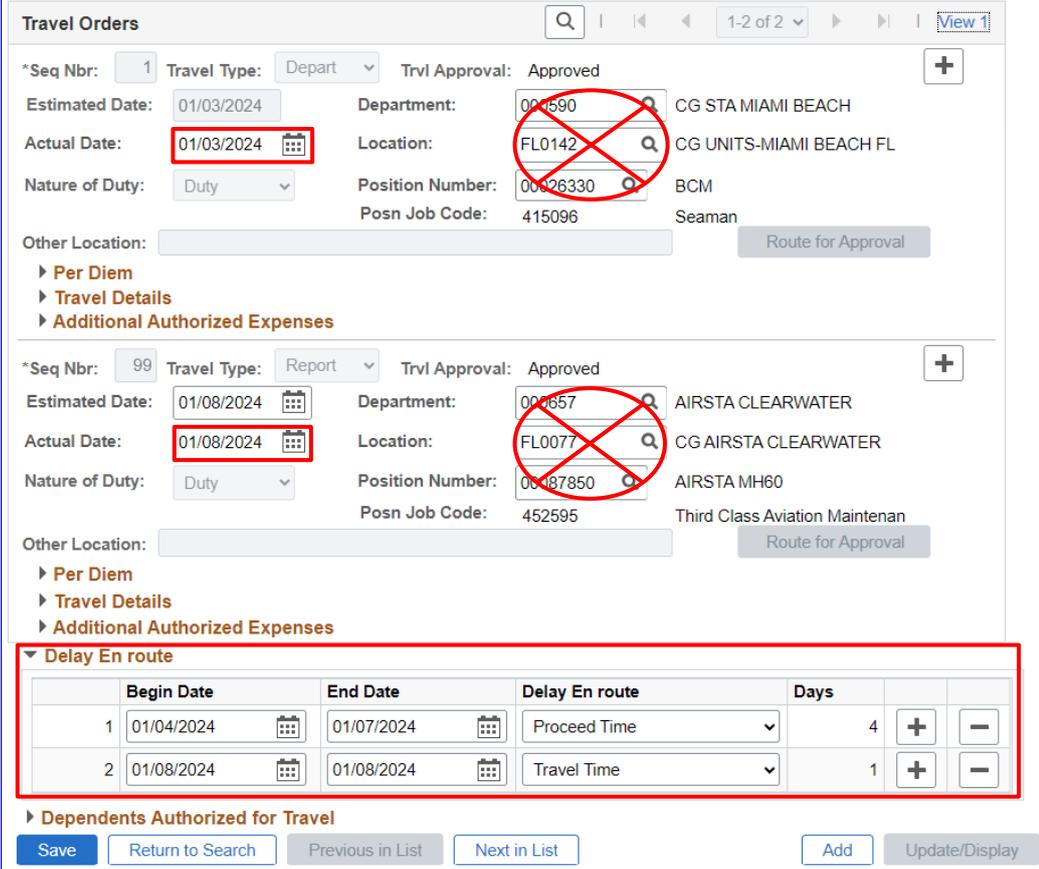
Procedures,
continued

Step	Action																																	
4	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate PCS Order from the Search Results.</p> <div data-bbox="327 555 1366 730" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>2902739</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Authorized</td> <td>01/03/2024</td> <td>01/08/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748631</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Finished</td> <td>10/15/2021</td> <td>10/21/2021</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2902739	Max Maladze	E3	AD	Authorized	01/03/2024	01/08/2024	(blank)	12323	1234567	0	2748631	Max Maladze	E3	AD	Finished	10/15/2021	10/21/2021	(blank)	12323
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5	<p>The PCS Order will display. Using the Order Action drop-down, select Amend Order. Click Go.</p> <div data-bbox="327 819 1366 1238" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p>Max Maladze Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2902739 Order Action: Amend Order Go</p> <p>Order Begin Date: 01/03/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 01/08/2024 Order Status: Finished</p> <p>PCS Basic Information</p> <p>Current Department: 000590 CG STA MIAMI BEACH Project Code: TG11</p> <p>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: TG</p> <p>Current Position Number: 00026330 BCM Fund Source: O&S-Mil Py</p> <p>Current Job Code: 415096 SN</p> <p>Action: XFR Reason Code: PCS Mutual Standard Rotation Dt: 07/01/2028</p> <p>Authorizing Official: <input type="text"/></p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> </div>																																	
6	<p>The Order will now be in Amend Mode.</p> <div data-bbox="327 1290 1366 1706" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p>Max Maladze Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2902739 Amend Mode Order Action: Amend Order Go</p> <p>Order Begin Date: 01/03/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 01/08/2024 Order Status: Finished</p> <p>PCS Basic Information</p> <p>Current Department: 000590 CG STA MIAMI BEACH Project Code: TG11</p> <p>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: TG</p> <p>Current Position Number: 00026330 BCM Fund Source: O&S-Mil Py</p> <p>Current Job Code: 415096 SN</p> <p>Action: XFR Reason Code: PCS Mutual Standard Rotation Dt: 07/01/2028</p> <p>Authorizing Official: <input type="text"/></p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> </div>																																	

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Amending a PCS Order, Continued

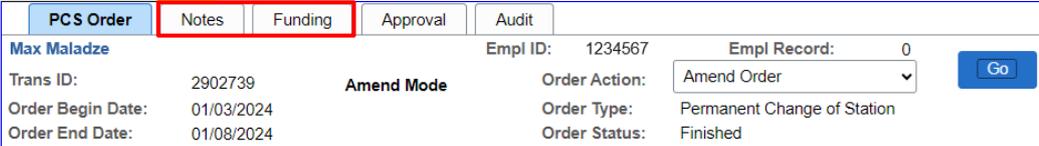
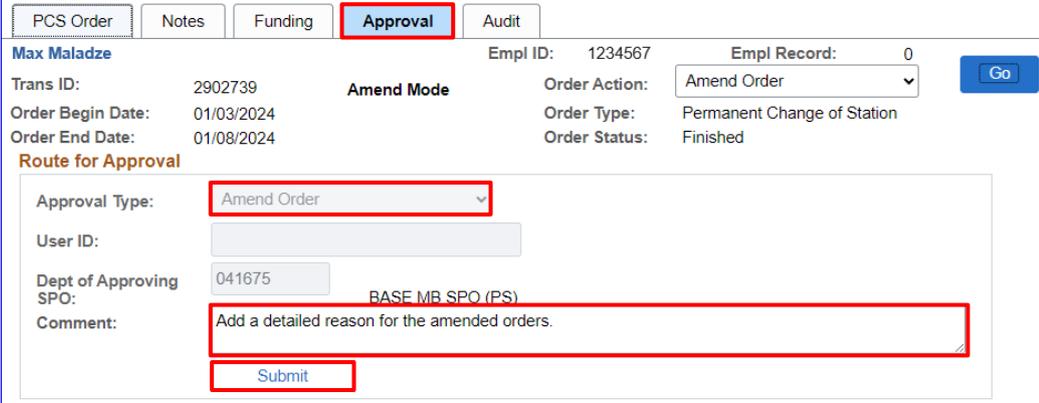
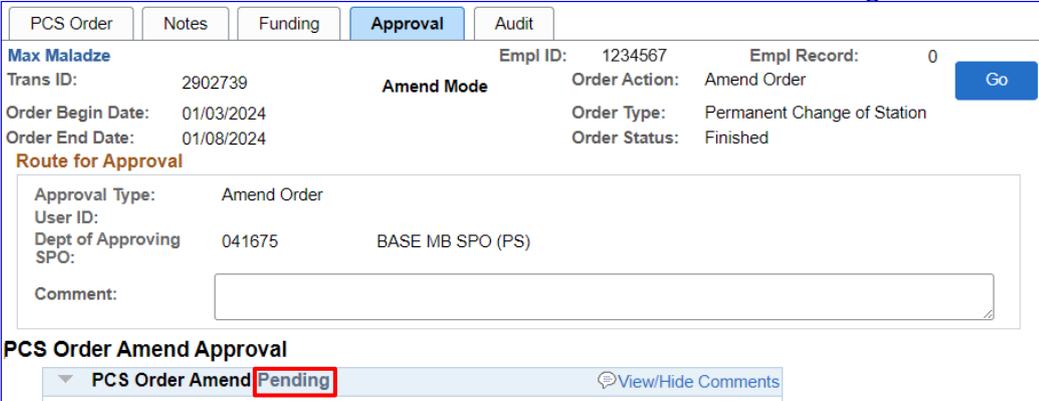
Procedures,
continued

Step	Action
7	<p>Scroll down to the Travel Orders section and click View All.</p> 
8	<p>Both the Actual Depart and Actual Report Dates may be edited (see Note). Remember to update the Delay En route section to accommodate any changes made to the Actual Depart and Report dates.</p> <p>NOTE: Do NOT change any other fields within the Travel Order section. If an error is detected within these fields, contact the Assignment Officer.</p> 

Continued on next page

Amending a PCS Order, Continued

Procedures,
continued

Step	Action
<p>9</p>	<p>Review/Update the Notes and Funding tabs as appropriate (see Note).</p> <p>NOTE: Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than \$0.00 but the funding line is no longer needed, do NOT change it to \$0.00. Changing the Cost Total to \$0.00 will cancel the Document #. Instead, change the Cost Total to \$1.00 (see Changes to Funding/POET section at the beginning of this guide or the PCS Orders user guide for more information on completing/updating the Funding tab of a PCS Order).</p> 
<p>10</p>	<p>Once all changes have been made, select the Approval tab.</p> <p>Ensure the Approval Type indicates Amend Order. In the Comment field, enter the reason for the amended Order, then click Submit to route the amended Order for approval.</p> 
<p>11</p>	<p>Once submitted, the PCS Order Amend status will indicate Pending.</p> 

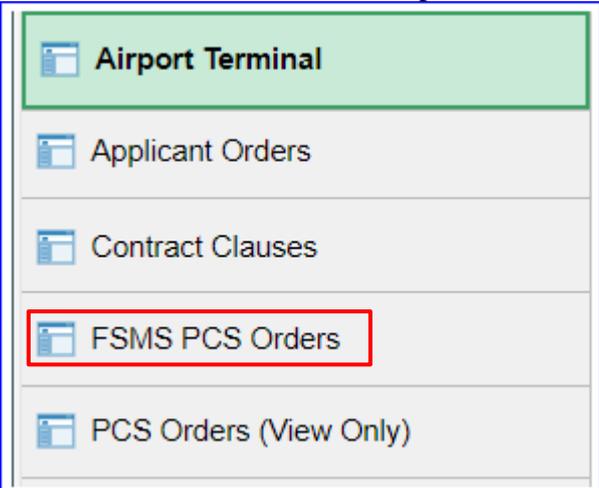
Cancelling a PCS Order

Introduction This section provides the procedures for cancelling a PCS Order in DA.

Information **Verify there are not pending approvals prior to starting this process.**
 If there are pending approvals, they will need to be completed before continuing. Have the approver **Approve** or **Deny** the approval request or have the submitter **Withdraw** the request.

Known Issue If the PCS Order is stuck in an Awaiting \$ status refer to the **Orders in Awaiting \$ Status** user guide for the next steps.

Procedures See below.

Step	Action
1	Click the Orders tile. 
2	Select the FSMS PCS Orders option. 

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Cancelling a PCS Order, Continued

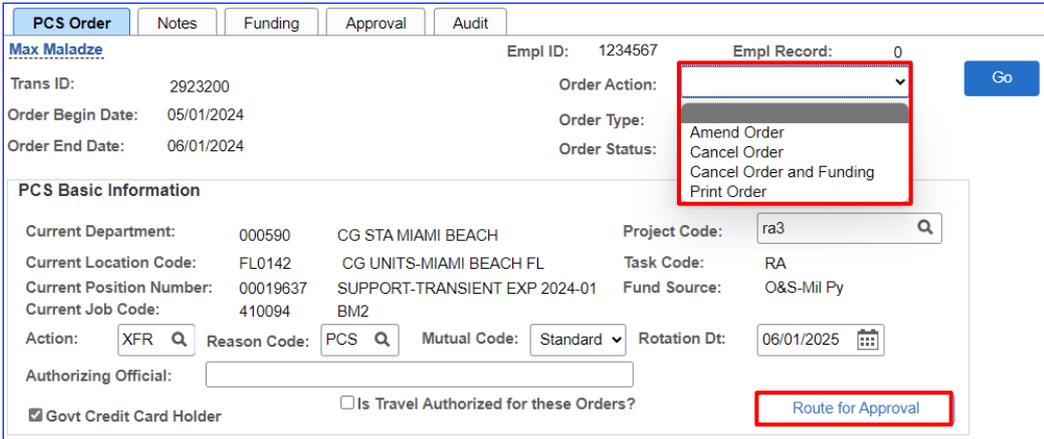
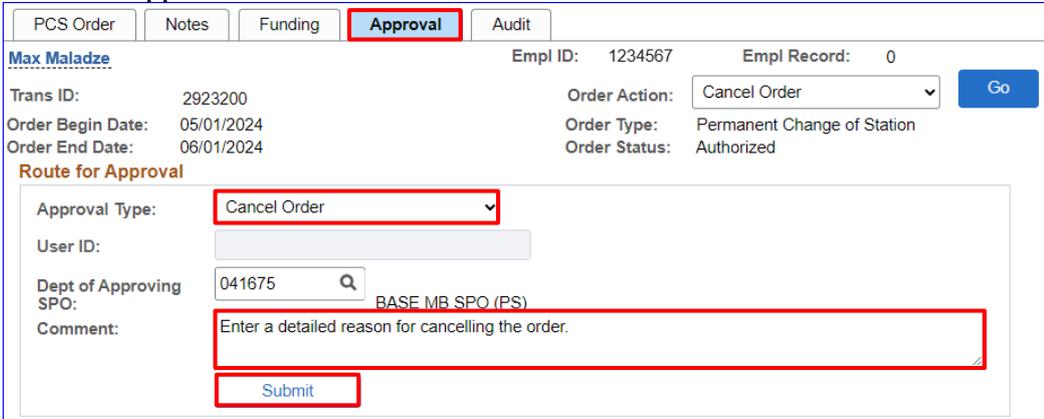
Procedures,
continued

Step	Action																																	
3	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="327 517 1370 1550" style="border: 1px solid black; padding: 5px;"> <p>FSMS PCS Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ <input type="text" value="1234567"/></p> <p>Empl Record = ▼ <input type="text"/></p> <p>Trans ID = ▼ <input type="text"/></p> <p>Begin Date = ▼ <input type="text"/></p> <p>End Date = ▼ <input type="text"/></p> <p>National ID begins with ▼ <input type="text"/></p> <p>Name begins with ▼ <input type="text"/></p> <p>Last Name begins with ▼ <input type="text"/></p> <p>Order Status = ▼ <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </p> </div>																																	
4	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate PCS Order from the Search Results.</p> <div data-bbox="327 1733 1370 1908" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2902739</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Authorized</td> <td>01/03/2024</td> <td>01/08/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748631</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Finished</td> <td>10/15/2021</td> <td>10/21/2021</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2902739	Max Maladze	E3	AD	Authorized	01/03/2024	01/08/2024	(blank)	12323	1234567	0	2748631	Max Maladze	E3	AD	Finished	10/15/2021	10/21/2021	(blank)	12323
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Cancelling a PCS Order, Continued

Procedures,
continued

Step	Action
5	<p>The PCS Order will display. Using the Order Action drop-down, select Cancel Order or Cancel Order and Funding (see Note). Click Route for Approval.</p> <p>NOTE: Cancel Order – Select Cancel Order if funds have been obligated to prevent cancelling the Document Number. For example, if the member made flight arrangements prior to the Order being cancelled, the document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled.</p> <p>Cancel Order and Funding - Select cancel Order and funding if NO funds have been obligated against the Document Number (i.e., booking fees, advances, etc.). This option cancels all Document numbers. POET details associated with the Order.</p> 
6	<p>The Approval tab will automatically display.</p> <p>Ensure the Approval Type indicates Cancel Order. In the Comment field, enter the reason for the cancellation and click Submit to route the cancelled Order for approval.</p> 

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Cancelling a PCS Order, Continued

Procedures,
continued

Step	Action					
7	<p>Once submitted, the PCS Order Cancel status will indicate Pending.</p> <div data-bbox="325 517 1370 943" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; text-align: center;">PCS Order</td> <td style="width: 25%; text-align: center;">Notes</td> <td style="width: 25%; text-align: center;">Funding</td> <td style="width: 25%; text-align: center; background-color: #e0f0ff;">Approval</td> <td style="width: 25%; text-align: center;">Audit</td> </tr> </table> <p>Max Maladze Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2916140 Order Action: Cancel Order 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: Authorized</p> <p>Route for Approval</p> <p>Approval Type: Cancel Order</p> <p>User ID:</p> <p>Dept of Approving SPO: 041675 BASE MB SPO (PS)</p> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> <p>PCS Order Cancel Approval</p> <p>▼ PCS Order Cancel Pending View/Hide Comments</p> <p><small>One Approval Level</small></p> </div>	PCS Order	Notes	Funding	Approval	Audit
PCS Order	Notes	Funding	Approval	Audit		
8	Submit a help ticket to PPC to fix and Job data or pay and allowance issues.					