

# Approving PCS Orders

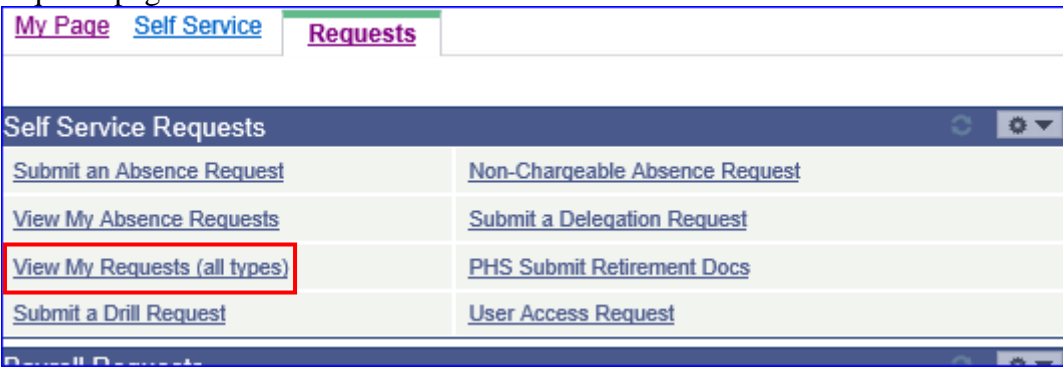
**Introduction** This guide provides the procedures for approving a member’s PCS orders in Direct Access (DA).

**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 detailer.
Ready	Member-specific changes have been made to the orders and approved by the SPO (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>From the Requests tab, select <b>View My Requests (all types)</b> from the Self Service requests pagelet.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service', and 'Requests' tabs. Below is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. The 'View My Requests (all types)' link is highlighted with a red rectangular box.</p>

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## Approving PCS Orders, Continued

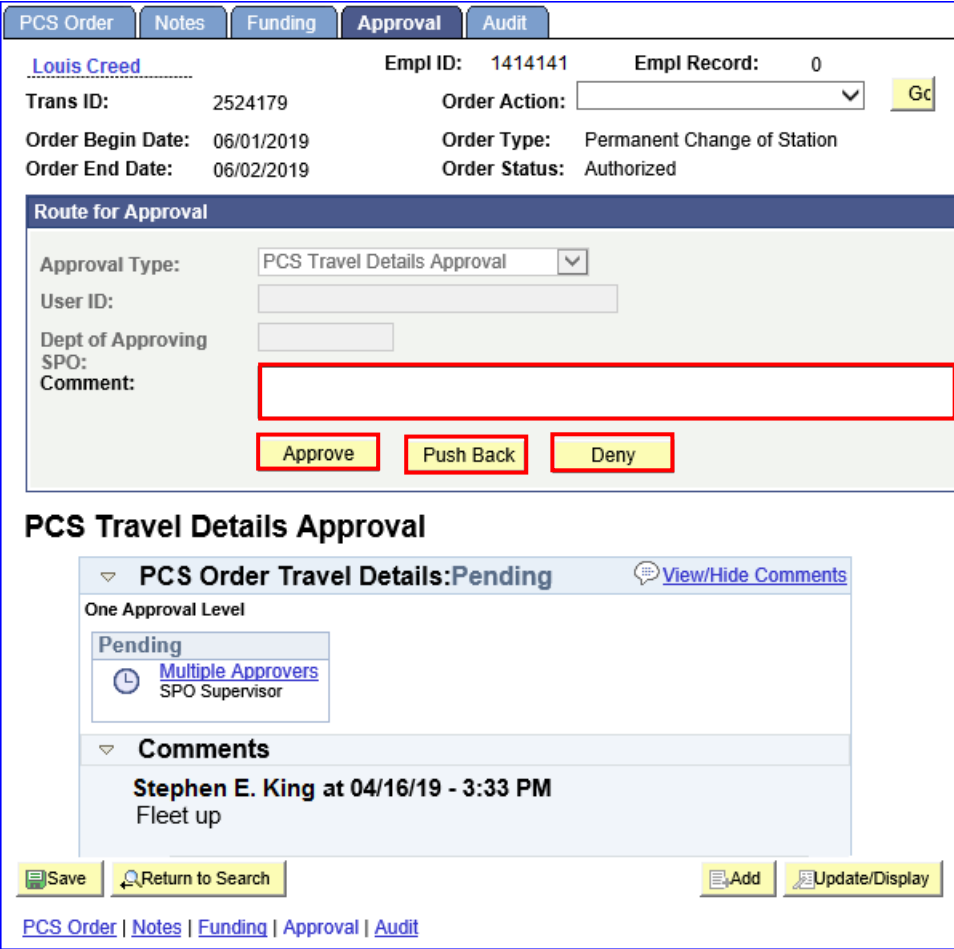
Procedures,  
continued

Step	Action																																																
2	<p>Select the <b>Requests I am Approver For</b> radio button. You may narrow the search by filling in the <b>Transaction Name, Status and Dates</b>. Click <b>Populate Grid</b>.</p> <p><b>View My Action Requests</b></p> <p>Stephen King</p> <ol style="list-style-type: none"> <li>'My Submitted Requests' allows member to bring up only their Action Requests.</li> <li>'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.</li> <li>'All Requests' allows the approver to pull up their Action Requests and those submitted to them.</li> <li>Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)</li> <li>Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.</li> <li>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.</li> </ol> <p> <input type="radio"/> My Submitted Requests                  <input checked="" type="radio"/> Requests I am Approver For                  <input type="radio"/> All Requests         </p> <p>             Transaction Name: <input type="text" value="All Transactions"/>               Transaction Status: <input type="text" value="Pending"/>               Submission From Date: <input type="text"/>               Submission To Date: <input type="text"/> </p> <p> <input type="button" value="Populate Grid"/>                  <input type="button" value="Refresh"/> </p>																																																
3	<p>Click the <b>Approve/Deny</b> link for the PCS Orders you are approving.</p> <table border="1"> <thead> <tr> <th colspan="8">Order Approvals</th> </tr> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Louis Creed</td> <td>1414141</td> <td>Anne Wilkes</td> <td>Stephen King</td> <td>04/16/2019</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Danny Torrance</td> <td>7217237</td> <td>Carrie White</td> <td>Stephen King</td> <td>04/16/2019</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Roland Deschain</td> <td>8888888</td> <td>Anne Wilkes</td> <td>Stephen King</td> <td>04/11/2019</td> <td><a href="#">Approve/Deny</a></td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Pennywise</td> <td>2727272</td> <td>Carrie White</td> <td>Stephen King</td> <td>04/11/2019</td> <td><a href="#">Approve/Deny</a></td> </tr> </tbody> </table>	Order Approvals								Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny	PCS Order Travel Details	Pending	Louis Creed	1414141	Anne Wilkes	Stephen King	04/16/2019	<a href="#">Approve/Deny</a>	PCS Order Travel Details	Pending	Danny Torrance	7217237	Carrie White	Stephen King	04/16/2019	<a href="#">Approve/Deny</a>	PCS Order Travel Details	Pending	Roland Deschain	8888888	Anne Wilkes	Stephen King	04/11/2019	<a href="#">Approve/Deny</a>	PCS Order Travel Details	Pending	Pennywise	2727272	Carrie White	Stephen King	04/11/2019	<a href="#">Approve/Deny</a>
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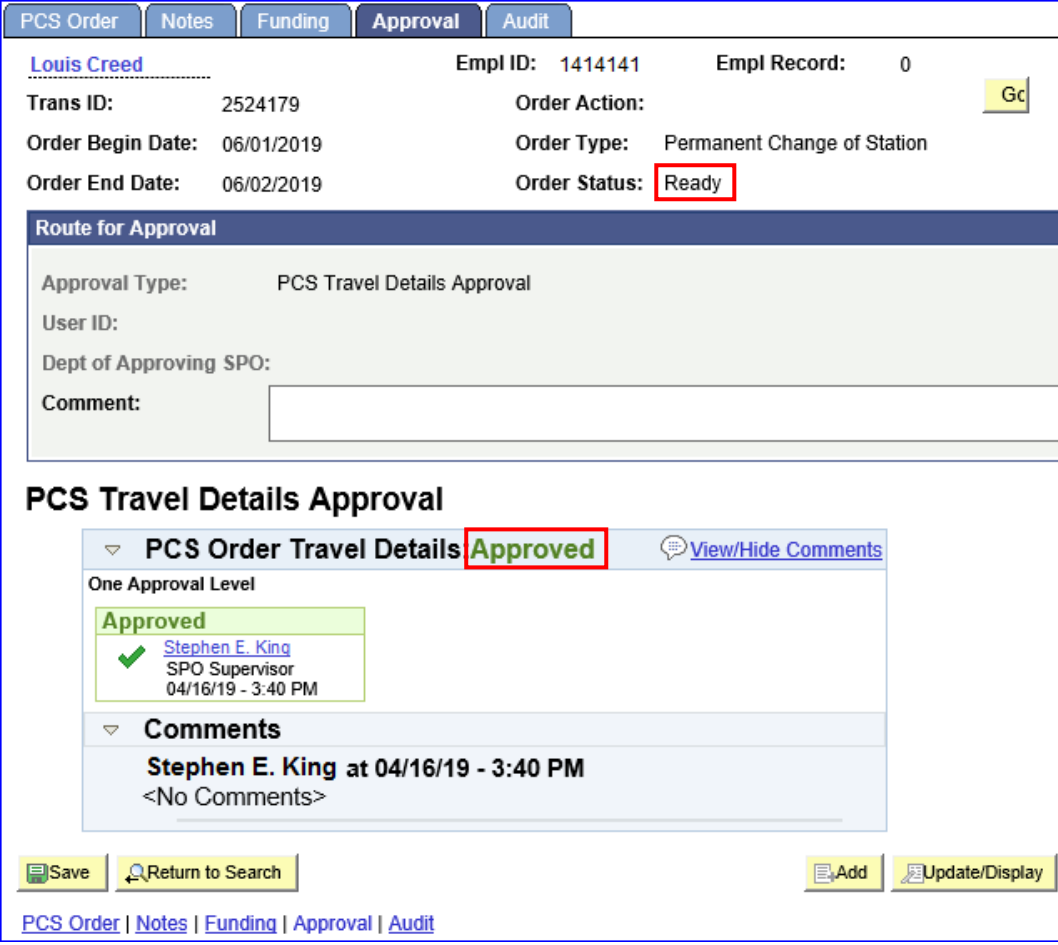

Procedures,  
continued

Step	Action
4	<p>The Approval tab will display. Use the tabs at the top to audit the transaction. If applicable, enter <b>Comments</b> (must enter a comment if Push Back or Denied). Select:</p> <ul style="list-style-type: none"> <li>• <b>Approve</b> – Sets the status to Approved and the orders are <b>Authorized</b> and ready to be executed (used in this example).</li> <li>• <b>Push Back</b> – NOT RECOMMENDED: This option sets the status to <b>On Hold</b> 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).</li> <li>• <b>Deny</b> – Sets the status to <b>Denied</b> and removes the transaction from all Authorizing Official’s Action Requests to allow editing/resubmitting by anyone.</li> </ul> 

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## Approving PCS Orders, Continued

Procedures,  
continued

Step	Action
5	<p>The PCS orders are now <b>Approved</b> and the <b>Order Status</b> is updated to Ready.</p>  <p>PCS Order   Notes   Funding   <b>Approval</b>   Audit</p> <p><u>Louis Creed</u> Empl ID: 1414141 Empl Record: 0</p> <p>Trans ID: 2524179 Order Action: <b>Go</b></p> <p>Order Begin Date: 06/01/2019 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/02/2019 Order Status: <b>Ready</b></p> <p><b>Route for Approval</b></p> <p>Approval Type: PCS Travel Details Approval</p> <p>User ID:</p> <p>Dept of Approving SPO:</p> <p>Comment:</p> <p><b>PCS Travel Details Approval</b></p> <p>▼ PCS Order Travel Details <b>Approved</b> View/Hide Comments</p> <p>One Approval Level</p> <p><b>Approved</b></p> <p>✓ Stephen E. King SPO Supervisor 04/16/19 - 3:40 PM</p> <p>▼ <b>Comments</b></p> <p>Stephen E. King at 04/16/19 - 3:40 PM &lt;No Comments&gt;</p> <p>Save Return to Search Add Update/Display</p> <p><a href="#">PCS Order</a>   <a href="#">Notes</a>   <a href="#">Funding</a>   <a href="#">Approval</a>   <a href="#">Audit</a></p>
6	<p>To print the approved orders, either <b>refresh the page (F5)</b> or <b>exit</b> the transaction and go back into it. Use the <b>Order Action</b> drop-down to select Print Order, then click <b>Go</b>.</p>  <p>PCS Order   Notes   Funding   <b>Approval</b>   Audit</p> <p><u>Louis Creed</u> Empl ID: 1414141 Empl Record: 0</p> <p>Trans ID: 2524179 Order Action: <b>Print Order</b> <b>Go</b></p> <p>Order Begin Date: 06/01/2019 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/02/2019 Order Status: Ready</p> <p><b>Route for Approval</b></p>