

Approving PCS Orders

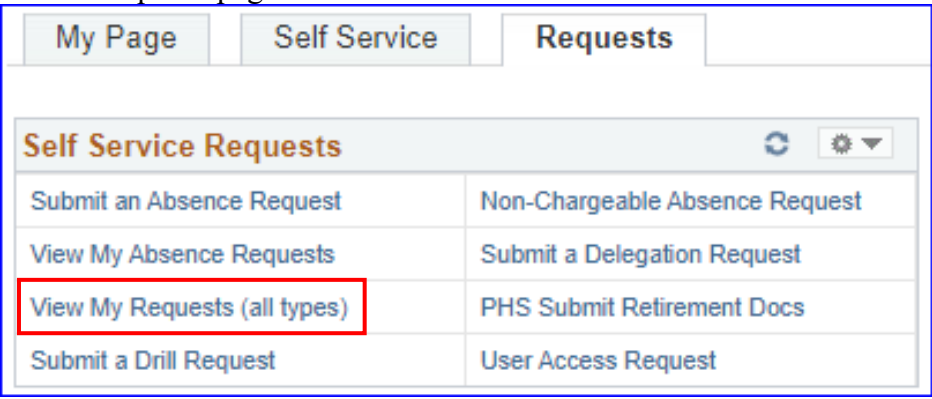
Introduction This guide provides the procedures for approving (or denying) a member's PCS Orders (setting Order Status to Ready) in Direct Access (DA).

- 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>From the Requests tab, select View My Requests (all types) from the Self Service requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs is a section titled 'Self Service Requests' with a refresh icon and a settings icon. A grid of request options is displayed:</p> <table border="1"> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </table> | Submit an Absence Request | Non-Chargeable Absence Request | View My Absence Requests | Submit a Delegation Request | View My Requests (all types) | PHS Submit Retirement Docs | Submit a Drill Request | User Access Request |
| Submit an Absence Request | Non-Chargeable Absence Request | | | | | | | | |
| View My Absence Requests | Submit a Delegation Request | | | | | | | | |
| View My Requests (all types) | PHS Submit Retirement Docs | | | | | | | | |
| Submit a Drill Request | User Access Request | | | | | | | | |

Continued on next page

Approving PCS Orders, Continued

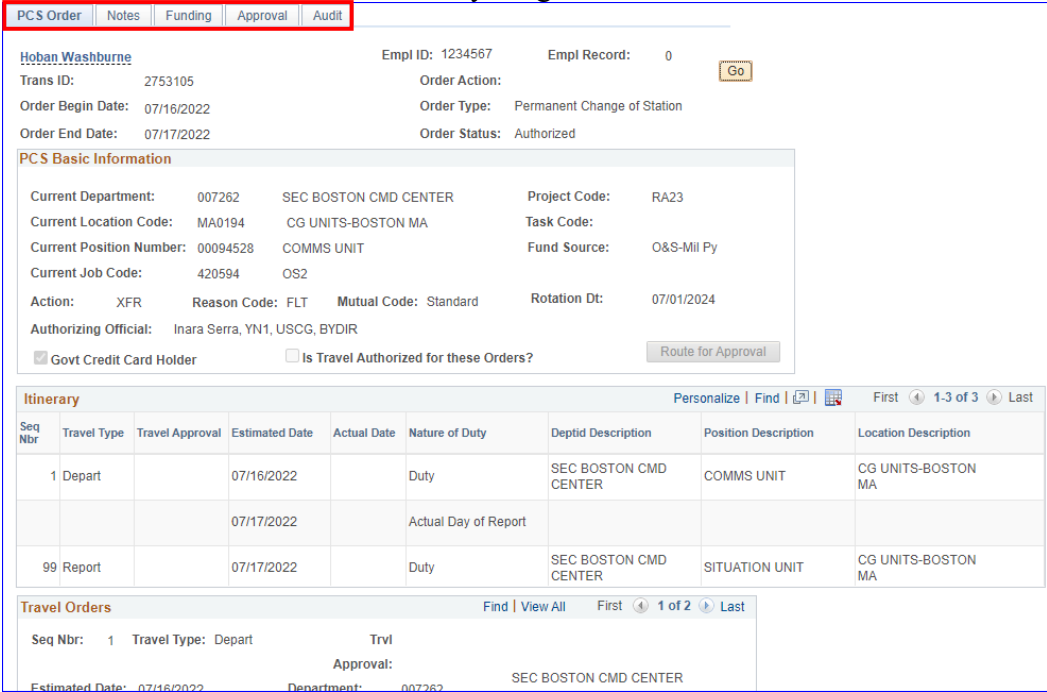
Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------------|---|------------------|-----------------|--------------|------------------|-----------------|------------------|---------------------|------------------|--------------|--------------------------|---------|-----------------|---------|-------------|------------------|------------|----------|---------------------|---------------------------|---------|-----------|---------|--------------|------------------|------------|----------|--------------|---------------------------|---------|---------------|---------|-------------|------------------|------------|----------|--------------|---------------------------|---------|------------|---------|--------------|------------------|------------|----------|--------------|--------------------------------|---------|-----------|---------|--------------|------------------|------------|----------|--------------|
| 2 | <p>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.</p> <div data-bbox="316 517 1369 1167" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Malcolm Reynolds</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 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. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <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"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/> <input type="text" value="31"/></p> <p>Submission To Date: <input type="text"/> <input type="text" value="31"/></p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | <p>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.</p> <p>Click Approve/Deny for the Order to be approved.</p> <div data-bbox="316 1384 1369 1675" style="border: 1px solid black; padding: 5px;"> <p>Order Approvals Personalize Find View All 20 First 1-20 of 80 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <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>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Hoban Washburne</td> <td>1234567</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>07/16/22</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Simon Tam</td> <td>9876543</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>08/01/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Zoe Washburne</td> <td>8527419</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/27/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Jayne Cobb</td> <td>7534219</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/06/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>River Tam</td> <td>6543218</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/26/2022</td> <td>07/18/22</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div> | Transaction Name | Status | Member | Member's Emplid | Submitted By | Approver | Submission Date | Order Begin Date | Approve/Deny | PCS Order Travel Details | Pending | Hoban Washburne | 1234567 | Inara Serra | Malcolm Reynolds | 07/29/2022 | 07/16/22 | Approve/Deny | Approval Sep Order Header | Pending | Simon Tam | 9876543 | Frye, Kaylee | Malcolm Reynolds | 07/29/2022 | 08/01/22 | Approve/Deny | PCS Reporting Endorsement | Pending | Zoe Washburne | 8527419 | Inara Serra | Malcolm Reynolds | 07/28/2022 | 06/27/22 | Approve/Deny | PCS Reporting Endorsement | Pending | Jayne Cobb | 7534219 | Frye, Kaylee | Malcolm Reynolds | 07/28/2022 | 06/06/22 | Approve/Deny | RSV Multiple Trvl Endorsements | Pending | River Tam | 6543218 | Frye, Kaylee | Malcolm Reynolds | 07/26/2022 | 07/18/22 | Approve/Deny |
| Transaction Name | Status | Member | Member's Emplid | Submitted By | Approver | Submission Date | Order Begin Date | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PCS Order Travel Details | Pending | Hoban Washburne | 1234567 | Inara Serra | Malcolm Reynolds | 07/29/2022 | 07/16/22 | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Approval Sep Order Header | Pending | Simon Tam | 9876543 | Frye, Kaylee | Malcolm Reynolds | 07/29/2022 | 08/01/22 | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PCS Reporting Endorsement | Pending | Zoe Washburne | 8527419 | Inara Serra | Malcolm Reynolds | 07/28/2022 | 06/27/22 | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| PCS Reporting Endorsement | Pending | Jayne Cobb | 7534219 | Frye, Kaylee | Malcolm Reynolds | 07/28/2022 | 06/06/22 | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RSV Multiple Trvl Endorsements | Pending | River Tam | 6543218 | Frye, Kaylee | Malcolm Reynolds | 07/26/2022 | 07/18/22 | Approve/Deny | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Continued on next page

Approving PCS Orders, Continued

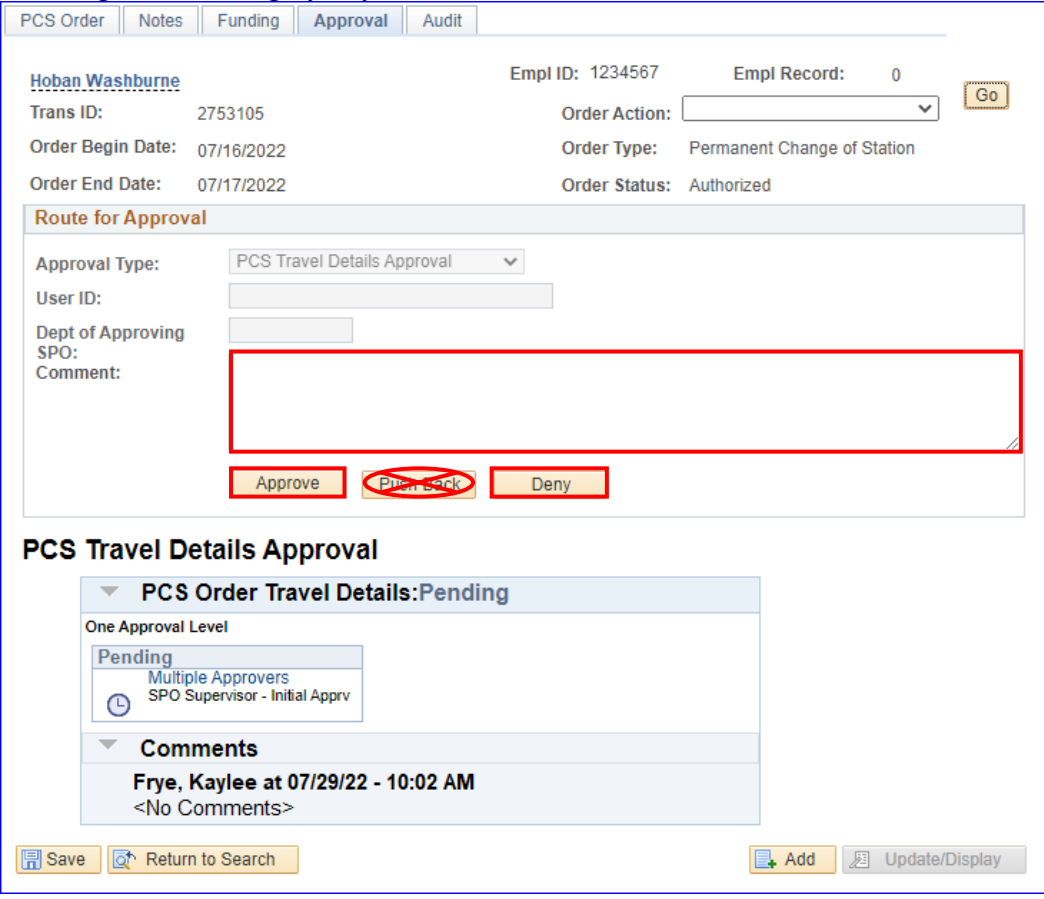
Procedures,
continued

| Step | Action |
|------|---|
| 3 | <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>  <p>The screenshot shows the PCS Order interface for employee Hoban Washburne. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Approval' tab is selected. Below the tabs, the employee's name and ID (1234567) are displayed. The order details include Trans ID: 2753105, Order Begin Date: 07/16/2022, and Order End Date: 07/17/2022. The order type is 'Permanent Change of Station' and the status is 'Authorized'. The 'PCS Basic Information' section contains fields for Current Department (007262), Current Location Code (MA0194), Current Position Number (00094528), Current Job Code (420594), Action (XFR), Reason Code (FLT), Mutual Code (Standard), Rotation Dt (07/01/2024), and Authorizing Official (Inara Serra, YN1, USCG, BYDIR). There are checkboxes for 'Govt Credit Card Holder' and 'Is Travel Authorized for these Orders?'. Below this is an 'Itinerary' table with columns for Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The table has three rows: '1 Depart' on 07/16/2022, 'Actual Day of Report' on 07/17/2022, and '99 Report' on 07/17/2022. At the bottom, there is a 'Travel Orders' section with a 'Find View All' button and a table showing 'Seq Nbr: 1', 'Travel Type: Depart', 'Approval: Trvl', and 'Department: 007262 SEC BOSTON CMD CENTER'.</p> |

Continued on next page

Approving PCS Orders, Continued

Procedures,
continued

| Step | Action |
|------|--|
| 4 | <p>After review, select the Approval tab. 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.  |

Continued on next page

Approving PCS Orders, Continued

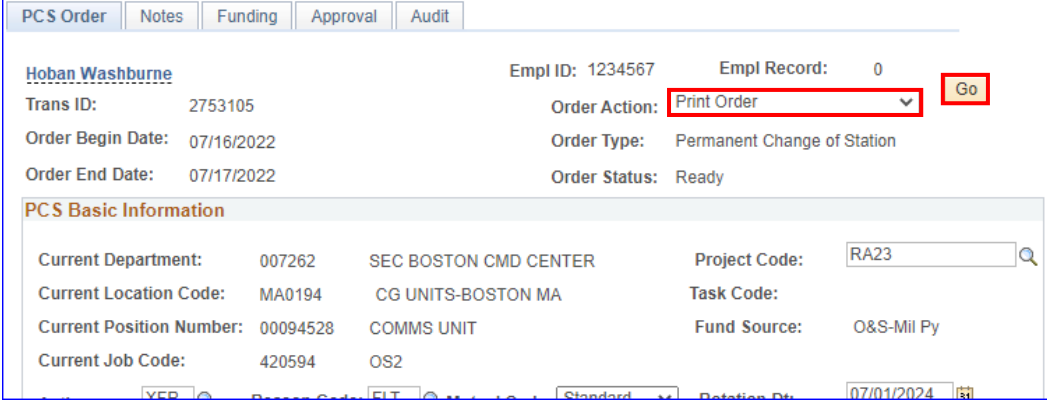
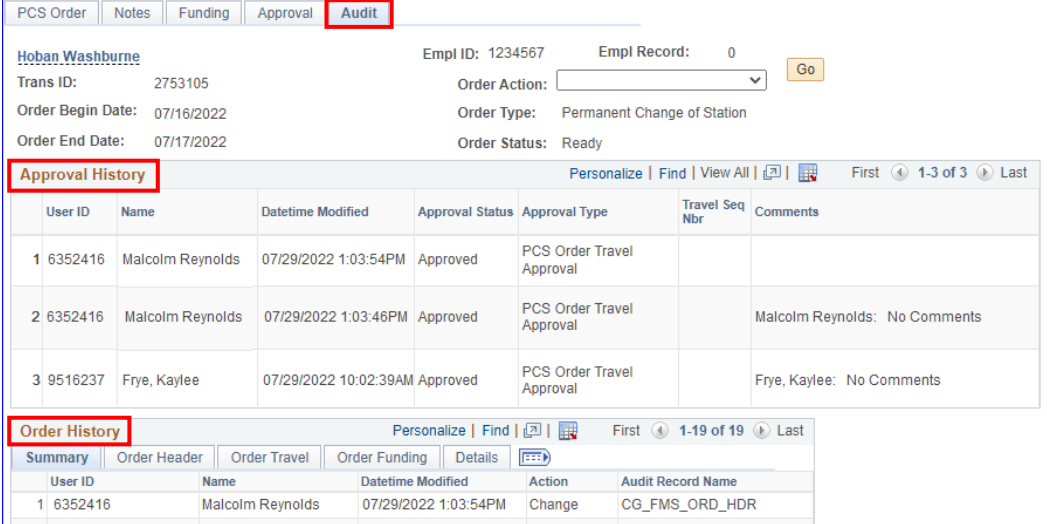
Procedures,
continued

| Step | Action |
|------|--|
| 5 | <p>If Approved: The PCS Order Travel Details status will update to Approved and the Order Status will update to Ready.</p> <div data-bbox="316 479 1369 1444" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p><u>Hoban Washburne</u> Empl ID: 1234567 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2753105 Order Action: <input type="text"/></p> <p>Order Begin Date: 07/16/2022 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/17/2022 Order Status: Ready</p> <p>Route for Approval</p> <p>Approval Type: <input type="text"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: 042898 BASE KOD SPO (PS)</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/></p> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details: Approved <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Approved</p> <p>Malcolm Reynolds SPO Supervisor - Initial Apprv 07/29/22 - 1:03 PM</p> <p>Comments</p> <p>Malcolm Reynolds at 07/29/22 - 1:03 PM <No Comments></p> <p>Frye, Kaylee at 07/29/22 - 10:02 AM <No Comments></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> </div> <p>If Denied: The PCS Order Travel Details status will update to Denied and Order will be removed from the Orders Approval list.</p> <div data-bbox="316 1554 1045 1921" style="border: 1px solid black; padding: 5px;"> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details: Denied <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Denied</p> <p>Malcolm Reynolds SPO Supervisor - Initial Apprv 07/29/22 - 1:03 PM</p> <p>Comments</p> <p>Malcolm Reynolds at 07/29/22 - 1:03 PM Comments</p> <p>Frye, Kaylee at 07/29/22 - 10:02 AM <No Comments></p> </div> |

Continued on next page

Approving PCS Orders, Continued

Procedures,
continued

| Step | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|--|-----------------------|-----------------|---------------------------|-----------------|-------------------------------|----------------|----------|-----------|------------------|----------------------|----------|---------------------------|--|--|-----------|------------------|----------------------|----------|---------------------------|--|-------------------------------|-----------|--------------|-----------------------|----------|---------------------------|--|---------------------------|---------|------|-------------------|--------|-------------------|-----------|------------------|----------------------|--------|----------------|
| 6 | <p>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.</p>  <p>The screenshot shows the PCS Order interface for user Hoban Washburne. The 'Order Action' dropdown menu is open, and 'Print Order' is selected. The 'Go' button is highlighted in red. The interface also displays various order details such as Trans ID, Order Begin/End Dates, and Order Status.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <p>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.</p>  <p>The screenshot shows the PCS Order interface with the 'Audit' tab selected. The 'Approval History' section is highlighted, showing a table of approval records. Below it, the 'Order History' section is also visible, showing a table of order history records.</p> <table border="1" data-bbox="325 1294 1356 1503"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:54PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td></td> </tr> <tr> <td>2 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:46PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Malcolm Reynolds: No Comments</td> </tr> <tr> <td>3 9516237</td> <td>Frye, Kaylee</td> <td>07/29/2022 10:02:39AM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Frye, Kaylee: No Comments</td> </tr> </tbody> </table> <table border="1" data-bbox="325 1563 1129 1621"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:54PM</td> <td>Change</td> <td>CG_FMS_ORD_HDR</td> </tr> </tbody> </table> | User ID | Name | Datetime Modified | Approval Status | Approval Type | Travel Seq Nbr | Comments | 1 6352416 | Malcolm Reynolds | 07/29/2022 1:03:54PM | Approved | PCS Order Travel Approval | | | 2 6352416 | Malcolm Reynolds | 07/29/2022 1:03:46PM | Approved | PCS Order Travel Approval | | Malcolm Reynolds: No Comments | 3 9516237 | Frye, Kaylee | 07/29/2022 10:02:39AM | Approved | PCS Order Travel Approval | | Frye, Kaylee: No Comments | User ID | Name | Datetime Modified | Action | Audit Record Name | 1 6352416 | Malcolm Reynolds | 07/29/2022 1:03:54PM | Change | CG_FMS_ORD_HDR |
| User ID | Name | Datetime Modified | Approval Status | Approval Type | Travel Seq Nbr | Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 6352416 | Malcolm Reynolds | 07/29/2022 1:03:54PM | Approved | PCS Order Travel Approval | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 6352416 | Malcolm Reynolds | 07/29/2022 1:03:46PM | Approved | PCS Order Travel Approval | | Malcolm Reynolds: No Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 9516237 | Frye, Kaylee | 07/29/2022 10:02:39AM | Approved | PCS Order Travel Approval | | Frye, Kaylee: No Comments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User ID | Name | Datetime Modified | Action | Audit Record Name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 6352416 | Malcolm Reynolds | 07/29/2022 1:03:54PM | Change | CG_FMS_ORD_HDR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |