PCS Orders

Overview

Introduction

This guide provides the procedures for completing Permanent Change of Station (PCS) Orders for Enlisted, Officer, and Reserve Coast Guard and NOAA members in Direct Access (DA).

This guide also provides the procedures for processing a PCS Departing Endorsement and a PCS Reporting Endorsement in DA.

NOTE: Only Assignment Officers (AO) should create PCS Orders in DA. The POET Details are auto generated when the AO issues the Order.

Changes to Funding/POET

If any of the funding lines on the DA orders is greater than $0.00, and the funds for that funding line 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
$1000.00 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**.

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Overview, Continued

Known Issue - BAH	==Hawaii== – When approving a departing endorsement for single/non-rates that are currently receiving **BAH D**, you must notify the P&A office for them to correct the auto-populated **BAH V** code to **BAH G**.

DA Failsafe for Leave Requests	If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements. A **Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA** before the PCS Orders or Endorsements may be completed.

Also, while processing PCS Orders, if there is an Absence request overlap with the Delay in En route section or the Actual Begin and End dates of the orders, DA will display a message as shown below.

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Overview, Continued

Delay En route Special Instructions

- If the member has any TDY En route and is attending training at a facility **WITHOUT** a Department or Position Number available in DA (Navy, Firefighting, etc.) use the Formal Training option in the Delay En route section to account for that time.

- <mark>If the member is attending training at a facility **WITH** a Department or Position Number in DA, add the TEMDU rows to the Travel Orders section (Seq Nbr 3 and Seq Nbr 4) using the (+) button within the Travel Orders section</mark>.

- If the member has multiple leave periods, combine the leave into one row and place it **AFTER** the Formal Training row, making sure the correct number of days are accounted for. Then breakdown the actual leave dates for the Delay En route in the Order Notes.

- Remember, the dates in the Delay En route section cannot overlap with existing Absence Requests.

- The **Actual day of Report** option may be used in the Delay En route section if the TEMDU departure date is not the same as the Actual Date of report at the new PDS. This also accounts for the day of "Travel" for most No Cost Orders in DA.

- The order in which the Delay En route section is populated is important to ensure the member's leave processes correctly and the PCS Entitlement Auto Stops & Auto Starts process correctly. Ensure the Delay En route section is listed in the proper travel priority:
  1) Formal Training
  2) Leave INCONUS
  3) Leave OCONUS
  4) Compensatory Absence (Resiliency Absence)
  5) Academy Graduation Leave
  6) Hometown Recruiting Leave
  7) Proceed Time
  8) Travel Time
  9) Dateline Adjustment
  10) Actual Day of Report

Continued on next page

Overview, Continued

IMPORTANT	**DO NOT DEPART / REPORT A MEMBER ON THE SAME DAY.**

- When processing PCS Orders in DA, do not depart and report a member on the same day (Seq Nbr 1 and Seq Nbr 99 must be different dates). Doing so causes pay issues in DA with two of the more common errors being Career Sea Pay and CGSMR. **See NOTE 1.**
- If a member is transferring to a co-located unit, depart the member on one date and report the member the following day at the new unit **See NOTE 2**. The Departure date must be the last day of duty at the old PDS, and the Reporting date must be recorded as the "Actual Day of Report".
- See the overview for Delay En route Special Instructions for more information/procedures.
- If a member receives Orders to "Proceed Immediately," depart the member on the date the member received the Orders and report them on the following day.

NOTE 1: No-Cost Orders may use the **same day** only if it is an Extension, Fleet Up, Humanitarian Assignment or Interoffice Transfer. This will prevent entitlements from stopping.
NOTE 2: No-Cost Orders may differ in some instances because there may be a difference in BAH entitlement from the old location to the new location. The one day delay prevents the BAH from overlapping with different amounts. If there is **no change in BAH entitlement**, the **same day** departing and reporting can be used.

Reserve PCS

- When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day.
- The purpose of the Reserve PCS Order is to 'move' the Reserve member from one Dept ID/Position Number to another. Aside from a RELAD where the **same day** may be used, this is the only way a Reserve member may be reassigned to a new Dept ID/Position number.

NOTE: Generally, Reserve PCS Orders are simply to reassign a member to a new Dept ID/Position number; therefore, Entitlements, Dependent Travel, and Delay En route are not authorized. Cost Totals on the Funding tab should be left at $0.00.

Airport Terminal

Travel Orders issued by the AO will appear in the Airport Terminal in an Authorized status. After the PCS Orders are approved, the Estimated Depart and Report dates will update in the Airport Terminal. See the Airport Terminal user guide for detailed information.

Continued on next page

Overview, Continued

AO Remarks	Order Notes entered by PSC (OPM / EPM / RPM) Assignment Officers shall not be modified or deleted.
Cancelling an Order	• If the PCS Order is in an Authorized or Ready status, only PSC Assignment Officers can cancel the Order and/or POET Details. • If the Orders are in an En Route or Finished status, the Servicing Personnel Office must cancel the Order.
Endorsements – NO Future Dates	PCS Departing Endorsements and PCS Reporting Endorsements **CANNOT** be future dated. When entering the Actual Date of Departure or Actual Date of Report, these dates must be entered the day of or later.

PCS Orders

Introduction	This section provides the procedures for completing a standard set of PCS Orders in DA.

Funding Tab / POET Details	The (PSI) P&A and SPOs are expected to enter the **Cost Totals (FULL AMOUNTS)** on the Funding tab when completing a set of PCS Orders. It is recommended to have the member's travel entitlements calculated prior to starting the PCS Order. Required Cost Total line items include: • Member Travel (Per Diem & MALT) • Dependent Travel (Per Diem & MALT) • Household Goods (see Estimates: Household Goods) • Privately Owned Vehicles (POV Shipment, see Estimates: POV / NTS) • Temporary Lodging Expense (TLE) • Temporary Lodging Allowance (TLA) • Non-Temporary Storage (see Estimates: POV / NTS) • Personally Procured Move (see below) • Dislocation Allowance (DLA)

Personally Procured Move (PPM)	If the member will be performing a Personally Procured Move (PPM), **the estimated cost for a PPM must be entered on the PCS Order** on the Direct Procurement Method line. The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer. Use the estimated cost provided on the DD-2278 to populate the PPM Cost Total on the Funding tab.

Estimates: Household Goods UPDATED	• P&As and SPOs may need to enter/update the Household Goods Cost Total. • For all FY24 PCS orders, put $1 on the **Household Goods**, **Non-Temp Storage**, and **POV Shipment** funding lines. • Regardless of how much it actually costs, **only put $1**. • If you have already worked any FY24 PCS orders and put a different amount, leave it as is. • CG-832 has a method for deobligating the funds.

PCS Orders, Continued

Estimates: POV / NTS UPDATED

- For all FY24 PCS orders, put $1 on the **Household Goods**, **Non-Temp Storage**, and **POV Shipment** funding lines.
- Regardless of how much it actually costs, **only put $1**.
- If you have already worked any FY24 PCS orders and put a different amount, leave it as is.
- CG-832 has a method for deobligating the funds.
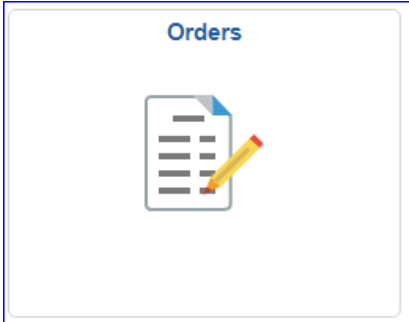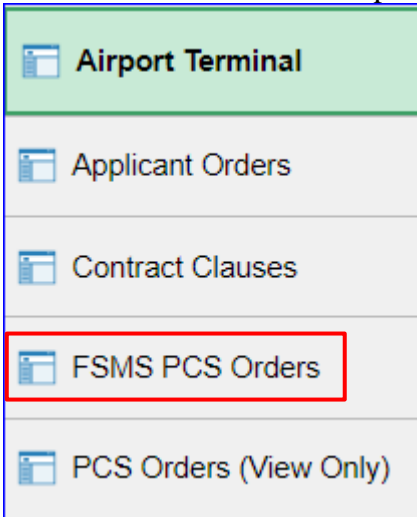
Helpful Tools

PCS Entitlements / Advances, TLE and Separation Leave Calculator > United States Coast Guard > Coast Guard Pay and Personnel News (uscg.mil)

With any FUNDING questions related to orders issuance, please reach out to the TONO Management Inbox (HQS-SMB-DCMS-831-TONO-MGMT) at: tonomanagement@uscg.mil

Procedures

See below.

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

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PCS Orders, Continued

18BProcedures, continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**.

PCS Orders, Continued

Procedures,
continued

Step	Action
3	If the member has only a single PCS Order, it will automatically open. If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate **Order Status**. **NOTE:** Orders entered by the Assignment Officer will display with an Authorized status.
4	The PCS Order will display with limited information. Enter the **Authorizing Official**'s name, rate/rank, and paygrade. If the member will be traveling on the PCS Order, check the "**Is Travel Authorized for these orders?**" box. Move down the page to the Travel Orders section and click **View All**.

PCS Orders, Continued

Procedures,
continued

Step	Action
5	The Travel Orders section will display all rows. • Enter the member's expected depart date in the **Estimated Date** field on the Seq Nbr 1 (Depart) row. • Enter the member's expected report date in the **Estimated Date** field on the Seq Nbr 99 (Report) row. **NOTE:** Do **NOT** enter the Actual Dates. Leave these fields blank. They will be entered when the Departing Endorsement and Reporting Endorsement are completed.

PCS Orders, Continued

Procedures,
continued

Step	Action
6	Enter the member's authorized travel delays in the Delay En route section (i.e., Leave, Proceed Time, Travel Time, etc. – *see Step 7 for more information on the order these need to be entered*). The first **Begin Date** must be the day **AFTER** the estimated depart date and the last **End Date** must be the **SAME** day as the estimated report date.

PCS Orders, Continued

Procedures,
continued

Step	Action

7	The order matters when entering any anticipated travel delays. **Ensure the Delay En route section is listed in the proper travel priority:**
	  1) Formal Training
	  2) Leave INCONUS
	  3) Leave OCONUS
	  4) Compensatory Absence (Resiliency Absence)
	  5) Academy Graduation Leave
	  6) Hometown Recruiting Leave
	  7) Proceed Time
	  8) Travel Time
	  9) Dateline Adjustment
	  10) Actual Day of Report
	
	NOTE: If the member has multiple leave periods, combine the leave into one row, ensuring the correct number of days are accounted for. Provide a breakdown of the actual Leave dates in the Orders Notes. For more information on the Delay En route section, see the Delay En route Special Instructions at the beginning of this guide.
	
	▼ Delay En route<table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th><th></th><th></th></tr><tr><td>1</td><td>07/13/2021</td><td>07/23/2021</td><td>Leave INCONUS</td><td>11</td><td>+</td><td>−</td></tr><tr><td>2</td><td>07/24/2021</td><td>07/27/2021</td><td>Proceed Time</td><td>4</td><td>+</td><td>−</td></tr><tr><td>3</td><td>07/28/2021</td><td>07/29/2021</td><td>Travel Time</td><td>2</td><td>+</td><td>−</td></tr></table>

PCS Orders, Continued

Procedures,
continued

Step	Action
8	If the member has dependents that will be traveling on the PCS Order, expand the **Dependents Authorized for Travel** section and continue with Step 9. If the member does not have dependents, skip to Step 10.

PCS Orders, Continued

Procedures,
continued

Step	Action
9	Check the **Auth for Travel** box for each dependent that is authorized to travel. **NOTE:** If the dependent is not listed, click the lookup icon to search for the dependent or review the member's Dependent Information and update as authorized.

PCS Orders, Continued

Procedures,
continued

Step	Action
10	Once the Travel Orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click **Save** to update the itinerary.

PCS Orders, Continued

Procedures,
continued

Step	Action
11	If the Estimated Depart Date and/or the Estimated Report Date were changed from what was originally entered by the Assignment Officer, the following message will display. Click **OK**. **NOTE:** If both the Estimated Dates were changed, this message will display twice. Click **OK** through both of the messages to continue with the PCS Order. Message Warning -- You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48) If you change the Initial depart or the final report estimated or actual dates the related order begin date or the Order end will be adjusted accordingly. OK Cancel
12	Scroll up to the middle of the page and verify the **Itinerary** has updated with the new Estimated Dates and any travel delays. Select the **Notes** tab.

PCS Orders, Continued

Procedures,
continued

Step	Action
13	On the Notes tab, scroll down to the **Contract Clauses** (Order Notes) section and click **View All**, if necessary.

PCS Orders, Continued

Procedures,
continued

Step	Action
14	Do **NOT** edit or delete any existing Contract Clauses (Order Notes). These were entered by the Assignment Officer and must remain part of the Order. Click the (+) button to add a new row.

PCS Orders, Continued

Procedures,
continued

Step	Action
15	Use the **lookup** or enter the Contract Clause (Order Note) to be added. Edit the new Note as appropriate. Repeat Steps 14 & 15, as necessary. PCS Order Notes Funding Approval Audit Kaylee Frye Empl ID: 1234567 Empl Record: 0 Trans ID: 2711147 Order Action: [ ] Go Begin Date: 07/01/2021 Order Type: Permanent Change of Station Order End Date: 07/10/2021 Order Status: Authorized **PCS Basic Information** Current Department: 010228 CGCC-33-EOC-NAIS Project Code: RA3 Current Location Code: VA0031 CG UNITS-ALEXANDRIA VA Task Code: RA Current Position Number: 00107090 NETWORK OPS SEC CTR DUTY Fund Source: O&S-Mil Py Current Job Code: 420592 OSC Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2022 Authorizing Official: Inara Serra, YNC, USCG ☑ Govt Credit Card Holder ☑ Is Travel Authorized for these Orders? Route for Approval **Contract Clauses** Find | View 1 First ◄ 1-3 of 3 ► Last *Contract Clause: E4 OBLIGATED SERVICE: Refer to Military Assignments and Authorized Absences Manual, COMDTINST M1000.8 Articles 1.B.6. or 1.E.1.d. (as applicable) for OBLISERV requirements. *Sequence Number: 2 Per ALCOAST 173/10, for members not in a retirement eligible status, or serving on an indefinite enlistment contract, the OBLISERV requirement for the purposes of PCS orders shall be executed within 5 days of orders issuance. Otherwise, PSC-EPM-1 and PSC-EPM-2 shall be notified via message of enlisted members failing to meet ☑ Show on Printed Order *Contract Clause: F2 THE MAXIMUM AMOUNT OF TIME COMMANDS CAN ADJUST A REPORT DATE, WITH CONCURRENCE OF THE DEPARTING AND RECEIVING COMMAND AND WITHOUT PRIOR APPROVAL FM PSC-EPM-2, IS 30 DAYS. *Sequence Number: 1 YOU ARE REQUIRED TO SUBMIT AN APPLICATION FOR ASSIGNMENT TO MILITARY HOUSING, FORM DD 1746, ALONG WITH A COPY OF YOUR PCS ORDERS TO THE HOUSING OFFICER AT YOUR NEW DUTY STATION. INFORMATION ☑ Show on Printed Order *Contract Clause: [ ] *Sequence Number: [ ] ☑ Show on Printed Order Save Return to Search Add Update/Display

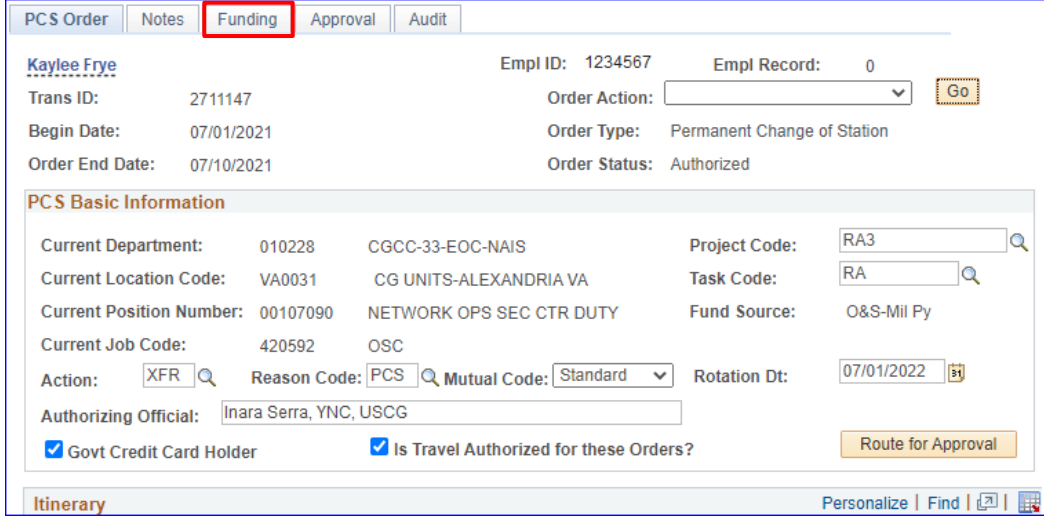## PCS Orders, Continued

Procedures,
continued

Step	Action
16	Once all the necessary Contract Clauses (Order Notes) have been entered, update the **Sequence Numbers** to reflect the sequence or order the Order Notes will display on the printed Order. Ensure the "**Show on Printed Order**" box is checked. ==Click **Save**, then click **Return to Search** to exit the Order **and re-enter immediately**.==

PCS Orders, Continued

Procedures,
continued

Step	Action
17	Upon re-entering the Order, select the **Funding** tab. PCS Order	Notes	**Funding**	Approval	Audit **Kaylee Frye** Empl ID: 1234567 Empl Record: 0 Go Trans ID: 2711147 Order Action: [▾] Begin Date: 07/01/2021 Order Type: Permanent Change of Station Order End Date: 07/10/2021 Order Status: Authorized **PCS Basic Information** Current Department: 010228 CGCC-33-EOC-NAIS Project Code: RA3 Current Location Code: VA0031 CG UNITS-ALEXANDRIA VA Task Code: RA Current Position Number: 00107090 NETWORK OPS SEC CTR DUTY Fund Source: O&S-Mil Py Current Job Code: 420592 OSC Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2022 Authorizing Official: Inara Serra, YNC, USCG ☑ Govt Credit Card Holder ☑ Is Travel Authorized for these Orders? Route for Approval Itinerary Personalize | Find | ⧉ | ▦

PCS Orders, Continued

Procedures, continued

Step	Action
18	The Funding tab will display. Update the **Cost Totals** for each expenditure as appropriate. **Try to be as accurate as possible (see the Funding tab / POET Details, Helpful Tool, Personally Procured Move,** and **Estimates: Household Goods,** and **Estimates: POV / NTS** sections for more information). **DO NOT CLICK RESUBMIT ORDER! (Only click Resubmit Order if previously entered funding requires changing AFTER approval).** **Temporary Lodging Allowance (TLA): For ALL OCONUS Orders, enter $1.00 as the TLA Cost Total.** This allows the funding to be obligated later without the need for an amendment. Click **Save**.

PCS Orders, Continued

Procedures,
continued

Step	Action
19	Once saved, select **Route for Approval** (or go to the **Approval** tab). **NOTE:** If at any time, edits to the PCS Order are saved (recommended), the Cost Total fields on the Funding tab will 'lock' and will not be editable. To 'unlock' or open the fields: save any changes, exit the PCS Order, and reopen; the fields will be editable again. **WARNING:** If any funding lines on the Order are greater than $0.00 and a funding line is no longer needed, **do NOT change it $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).

PCS Orders, Continued

Procedures,
continued

Step	Action
20	The Approval tab will display. Select PCS Travel Details Approval from the **Approval Type** drop-down.

PCS Orders, Continued

Procedures, continued

Step	Action
21	Verify the **Dept of Approving SPO** ID is correct (see NOTE). Enter **Comments**, if necessary and click **Submit**. **NOTE:** If the P&A has transitioned under the Personnel Support Initiative (PSI), the P&A Supervisor may approve the PCS Order. Update the **Dept of Approving SPO** ID to reflect the P&A Department ID to allow the PCS Order to route to the P&A Supervisor.
22	The PCS Order will be placed in a **Pending** status awaiting P&A Supervisor or PAO approval (see NOTE in Step 21).

Departing Endorsement

Introduction   This section provides the procedures for completing a PCS Departing Endorsement in DA.

Procedures   See below.

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

Departing Endorsement, Continued

20BProcedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**.

Departing Endorsement, Continued

Procedures,
continued

Step	Action
3	If the member has only a single PCS Order, it will automatically open. If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate **Order Status** (see NOTE). **NOTE:** The **Order Status** may reflect Awaiting $ instead of Ready, the Departing Endorsement may still be processed.
4	The PCS Order will display. Scroll down to the **Travel Details** section and click **View All**.

Departing Endorsement, Continued

Procedures,
continued

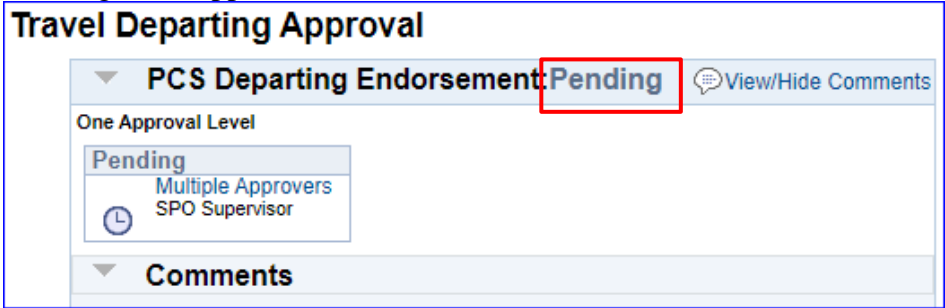| Step	Action
5	In the Seq Nbr 1 (Depart) row, enter the **Actual Date** of Departure (must be the same or later that the Estimated Date). Remember: The Actual Date CANNOT be future dated. Click **Route for Approval** from the Seq Nbr 1 row. **NOTE:** If the Actual Date is different than the Estimated Date, update the Delay En route section to account for the change (see *Step 9 & 10* of the PCS Orders section for more information on updating the Delay En route section).

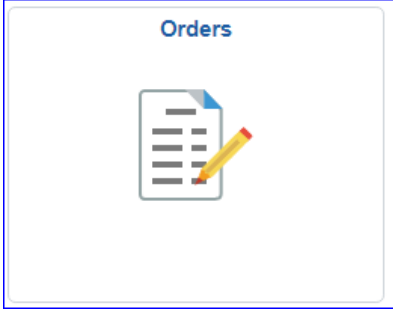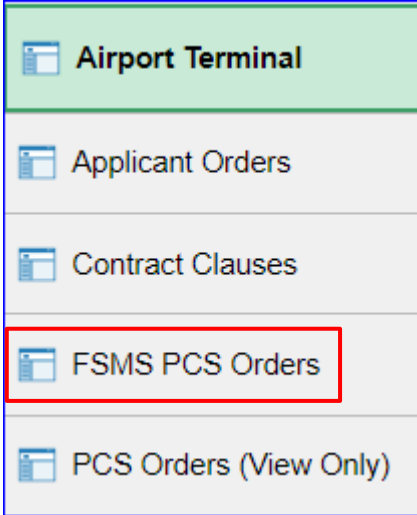# Departing Endorsement, Continued

Procedures,
continued

Step	Action
6	The Approval tab will display. The **Approval Type** should indicate Travel Order Depart Endorsement. Verify the **Dept of Approving SPO** ID and click **Submit**. (Optional) **Comments**: Recommend entering the PDR postal tracking information in the **Comment** block of the departing endorsement to allow both the departing and receiving unit to view the tracking information after the endorsement is approved. ==IMPORTANT:== Be sure PDRs are being sent to the right location. With the introduction of PSI, PDRs will not always be sent to a SPO. Instead, if the P&A has transitioned under PSI, PDRs will need to be forwarded to the P&A Office responsible for the member. To ensure PDRs are sent to the right place, please review the 'Unit_SPO_Relationships' and the 'PSI Phase 1 Unit Addresses' documents found here: SPO-and-PSI-Contact-Information
7	The PCS Departing Endorsement will be placed in a **Pending** status and is awaiting SPO Approval.

Reporting Endorsement

Introduction   This section provides the procedures for completing a PCS Reporting Endorsement in DA.

Procedures   See below.

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

Reporting Endorsement, Continued

22BProcedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Search**. **FSMS PCS Orders** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** / Add a New Value ▼ Search Criteria Empl ID begins with ▾ 1234567 Empl Record = ▾ 🔍 Trans ID = ▾ 🔍 Begin Date = ▾ 📅 End Date = ▾ 📅 National ID begins with ▾ Name begins with ▾ Last Name begins with ▾ Order Status = ▾ ☐ Case Sensitive **Search** Clear Basic Search 📰 Save Search Criteria

Reporting Endorsement, Continued

Procedures,
continued

Step	Action
3	If the member has only a single PCS Order, it will automatically open. If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate **Order Status** (see NOTE). **NOTE:** The **Order Status** may reflect Awaiting $ instead of En route, the Reporting Endorsement may still be processed.
4	The PCS Order will display. Scroll down to the **Travel Orders** section and click **View All**.

Reporting Endorsement, Continued

Procedures,
continued

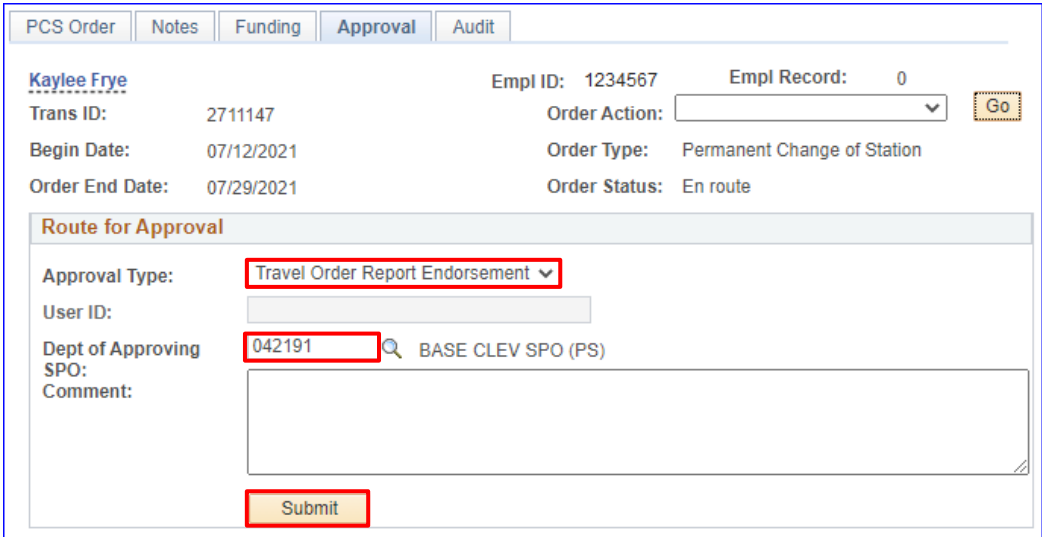| Step	Action
5	In the Seq Nbr 99 (Report) row, enter the **Actual Date** of Report (must match the final End Date shown in the Delay En route section). **Remember:** The Actual Date CANNOT be future dated. Click **Route for Approval** from the Seq Nbr 99 row. **NOTE:** If the Actual Date is different than the Estimated Date and therefore different than the final End Date in the Delay En route section, the Delay En route section MUST be updated (see *Steps 9 & 10* of the PCS Orders section for more information on updating the Delay En route section).

Reporting Endorsement, Continued

Procedures, continued

Step	Action
6	The Approval tab will display. The **Approval Type** should indicate Travel Order Report Endorsement. Verify the **Dept of Approving SPO** ID and click **Submit**.
7	The PCS Reporting Endorsement will be placed in a **Pending** status and awaiting SPO Approval.
8	Upon Approval of the PCS Reporting Endorsement, it is **IMPORTANT** to: • Review the member's Job Data to ensure the PCS Transfer Job Data row was created. For more information on navigating and reviewing Job Data, see the Understanding Job Data user guide. • Review the member's Pay Calculation Results and Element Assignment by Payee (EABPs) to ensure the entitlements started/stopped as appropriate. For more information on navigating and reviewing Pay Calculation Results and EABPs, please see the Pay Calculation Results and EAPB user guides.