

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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Reporting Endorsement	31

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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.

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID

Department

Reports To

*Begin Date On or After

*End Date On or Before

*Request Status

SPO

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (2 kb)

[View All](#)

Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin Date	End Date	Duration (Days)
1	2	Riker	William	1234567	E4	AD	PATFOR SWA BAHRAIN	Denied	Leave - OCONUS	2023-12-01	2023-12-02	2023-12-06	5

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	<input type="text" value="12/02/2023"/>	<input type="text" value="12/09/2023"/>	Leave OCONUS	8		
2	<input type="text" value="12/10/2023"/>	<input type="text" value="12/13/2023"/>	Proceed Time	4		
3	<input type="text" value="12/14/2023"/>	<input type="text" value="12/16/2023"/>	Travel Time	3		

Two events with the same priority have overlapping dates. Please correct. (17000,1669)Error saving Component Interface. (GP_ABSENCE_EVENT) (91,37)

The PeopleCode program executed an Error statement, which has produced this message.

[OK](#)

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.

Leave Begin Date 2024-01-08 and End Date 2024-01-15 conflict with existing Absence Request 2023-12-31 thru 2024-01-29. (30003,2)

The Leave Dates entered fall between another absence request. You cannot overlap absences. Please modify the existing request or change this new request.

[OK](#)

Continued on next page

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.
- 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.
- 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.

▼ Delay En route					
	Begin Date	End Date	Delay En route	Days	
1	05/07/2019	05/30/2019	Formal Training	24	+ -
2	05/31/2019	06/04/2019	Leave INCONUS	5	+ -
3	06/05/2019	06/08/2019	Proceed Time	4	+ -
4	06/09/2019	06/16/2019	Travel Time	8	+ -

- 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.
<hr/>	
Cancelling an Order	<ul style="list-style-type: none">• 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.
<hr/>	
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	<p>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:</p> <ul style="list-style-type: none"> • 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)	<p>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.</p>
Estimates: Household Goods UPDATED	<ul style="list-style-type: none"> • 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.

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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.

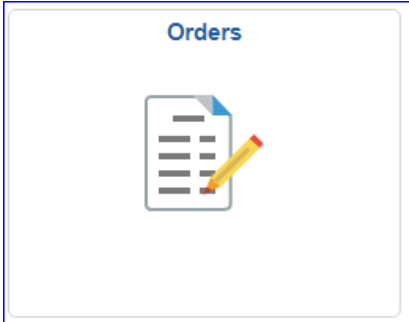
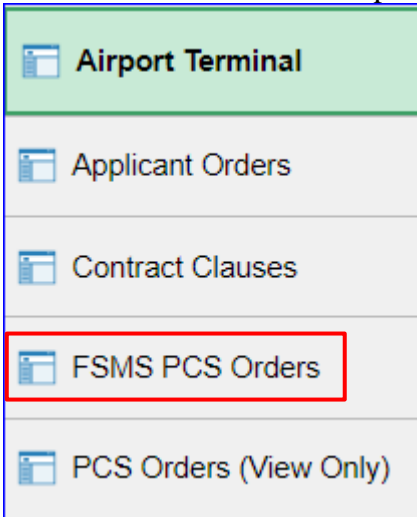
Helpful Tools

[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. 

Continued on next page

PCS Orders, Continued

18B Procedures, continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div> <p>FSMS PCS Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </div> <p>▼ Search Criteria</p> <p>Empl ID <input type="text" value="begins with"/> <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID <input type="text" value="="/> <input type="text"/> <input type="button" value="Q"/></p> <p>Begin Date <input type="text" value="="/> <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date <input type="text" value="="/> <input type="text"/> <input type="button" value="Calendar"/></p> <p>National ID <input type="text" value="begins with"/> <input type="text"/></p> <p>Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Last Name <input type="text" value="begins with"/> <input type="text"/></p> <p>Order Status <input type="text" value="="/> <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </div> </div>

Continued on next page

PCS Orders, Continued

Procedures, continued

Step

3

Action

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.

Search Results

View All

Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority
1234567	0	2683561	Kaylee Frye	E7	AD	Authorized	07/01/2021	07/01/2021	(blank)	12323
1234567	0	2576542	Kaylee Frye	E7	AD	Finished	07/01/2020	07/01/2020	(blank)	12323
1234567	0	2326205	Kaylee Frye	E7	AD	Finished	07/04/2016	07/22/2016	(blank)	12323

Find an Existing Value | Add a New Value

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 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

Itinerary

Personalize | Find | 1-2 of 2 | Last

Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description
1	Depart		07/01/2021		Duty	CGCC-33-EOC-NAIS	NETWORK OPS SEC CTR DUTY	CG UNITS-ALEXANDRIA VA
99	Report		07/10/2021		Duty	CGA CADET BRANCH	COMPANY ENLISTED ADVISOR	CG UNITS-NEW LONDON CT

Travel Orders

View All

First 1 of 2 Last

*Seq Nbr: 1

Travel Type: Depart

Trvl Approval:

Estimated Date: 07/01/2021

Department: 010228 CGCC-33-EOC-NAIS

Actual Date:

Location: VA0031 CG UNITS-ALEXANDRIA VA

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PCS Orders, Continued

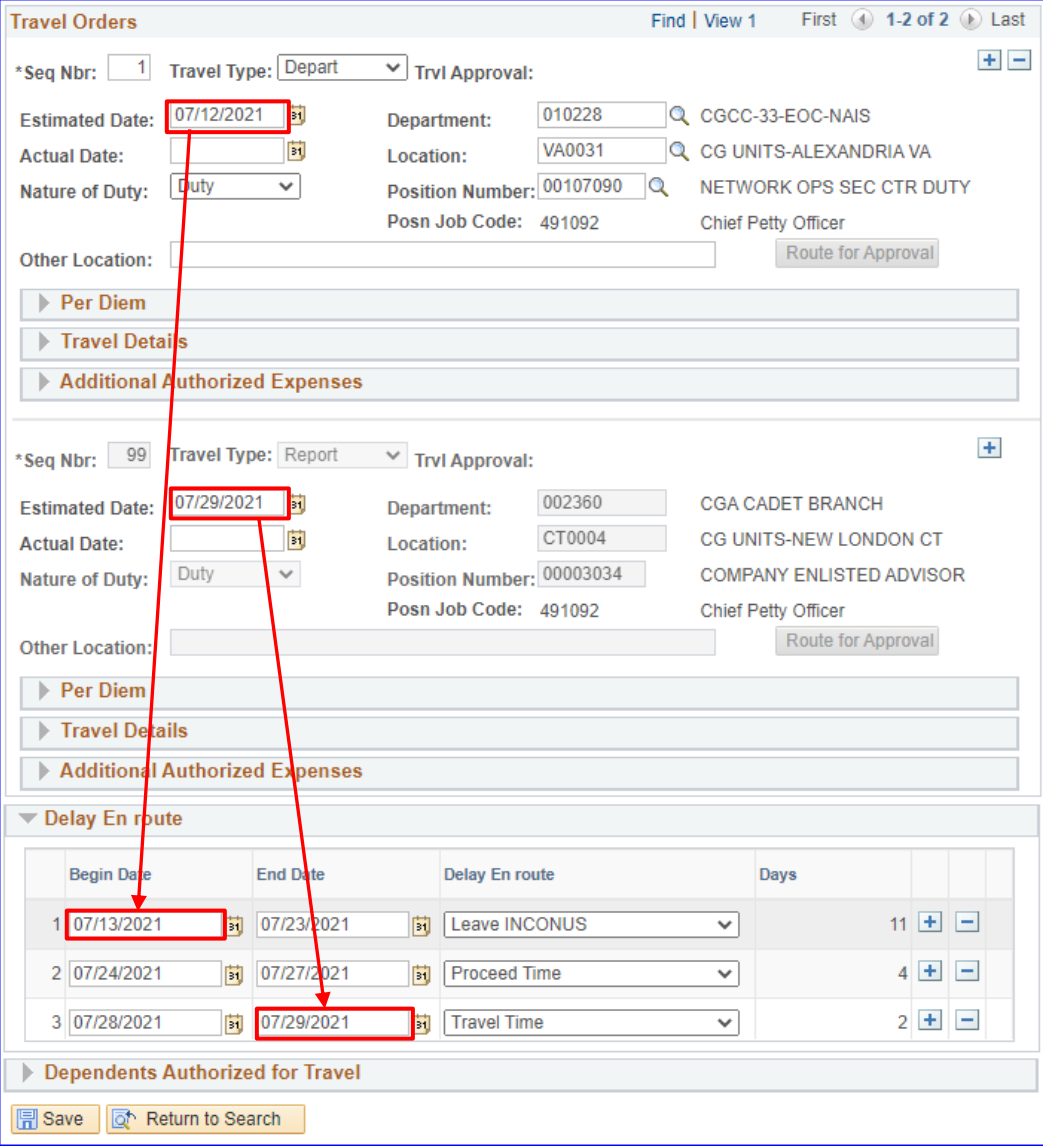
Procedures, continued

Step	Action										
5	<p>The Travel Orders section will display all rows.</p> <ul style="list-style-type: none">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. <p>NOTE: Do NOT enter the Actual Dates. Leave these fields blank. They will be entered when the Departing Endorsement and Reporting Endorsement are completed.</p> <div><div><div>Travel OrdersFind View 1First1-2 of 2Last</div><div><div>*Seq Nbr: 1Travel Type: DepartTrvl Approval:</div><div><div>Estimated Date: 07/12/2021</div><div>Actual Date:</div><div>Nature of Duty: Duty</div></div><div><div>Department: 010228CGCC-33-EOC-NAIS</div><div>Location: VA0031CG UNITS-ALEXANDRIA VA</div><div>Position Number: 00107090NETWORK OPS SEC CTR DUTY</div><div>Posn Job Code: 491092Chief Petty Officer</div></div><div>Other Location:Route for Approval</div><div><div>▶ Per Diem</div><div>▶ Travel Details</div><div>▶ Additional Authorized Expenses</div></div></div><div><div>*Seq Nbr: 99Travel Type: ReportTrvl Approval:</div><div><div>Estimated Date: 07/29/2021</div><div>Actual Date:</div><div>Nature of Duty: Duty</div></div><div><div>Department: 002360CGA CADET BRANCH</div><div>Location: CT0004CG UNITS-NEW LONDON CT</div><div>Position Number: 00003034COMPANY ENLISTED ADVISOR</div><div>Posn Job Code: 491092Chief Petty Officer</div></div><div>Other Location:Route for Approval</div><div><div>▶ Per Diem</div><div>▶ Travel Details</div><div>▶ Additional Authorized Expenses</div></div></div><div><div>▼ Delay En route</div><table><thead><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td></tr></tbody></table></div><div><div>▶ Dependents Authorized for Travel</div></div><div><div>SaveReturn to Search</div></div></div></div>		Begin Date	End Date	Delay En route	Days	1				
	Begin Date	End Date	Delay En route	Days							
1											

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PCS Orders, Continued

Procedures,
continued

Step	Action																								
6	<p>Enter the member's authorized travel delays in the Delay En route section (i.e., Leave, Proceed Time, Travel Time, etc. – <i>see Step 7 for more information on the order these need to be entered</i>).</p> <p>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.</p>  <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS Actual Date: Location: VA0031 CG UNITS-ALEXANDRIA VA Nature of Duty: Duty Position Number: 00107090 NETWORK OPS SEC CTR DUTY Posn Job Code: 491092 Chief Petty Officer Other Location: Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: +</p> <p>Estimated Date: 07/29/2021 Department: 002360 CGA CADET BRANCH Actual Date: Location: CT0004 CG UNITS-NEW LONDON CT Nature of Duty: Duty Position Number: 00003034 COMPANY ENLISTED ADVISOR Posn Job Code: 491092 Chief Petty Officer Other Location: Route for Approval</p> <p>▶ Per Diem ▶ Travel Details ▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07/13/2021</td> <td>07/23/2021</td> <td>Leave INCONUS</td> <td>11</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> </tr> <tr> <td>3</td> <td>07/28/2021</td> <td>07/29/2021</td> <td>Travel Time</td> <td>2</td> <td>+ -</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p>Save Return to Search</p>		Begin Date	End Date	Delay En route	Days		1	07/13/2021	07/23/2021	Leave INCONUS	11	+ -	2	07/24/2021	07/27/2021	Proceed Time	4	+ -	3	07/28/2021	07/29/2021	Travel Time	2	+ -
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PCS Orders, Continued

Procedures,
continued

Step	Action																												
7	<p>The order matters when entering any anticipated travel delays. Ensure the Delay En route section is listed in the proper travel priority:</p> <ol style="list-style-type: none">1) Formal Training2) Leave INCONUS3) Leave OCONUS4) Compensatory Absence (Resiliency Absence)5) Academy Graduation Leave6) Hometown Recruiting Leave7) Proceed Time8) Travel Time9) Dateline Adjustment10) Actual Day of Report <p>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.</p> <div><div>▼ Delay En route</div><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></div>		Begin Date	End Date	Delay En route	Days			1	07/13/2021	07/23/2021	Leave INCONUS	11	+	-	2	07/24/2021	07/27/2021	Proceed Time	4	+	-	3	07/28/2021	07/29/2021	Travel Time	2	+	-
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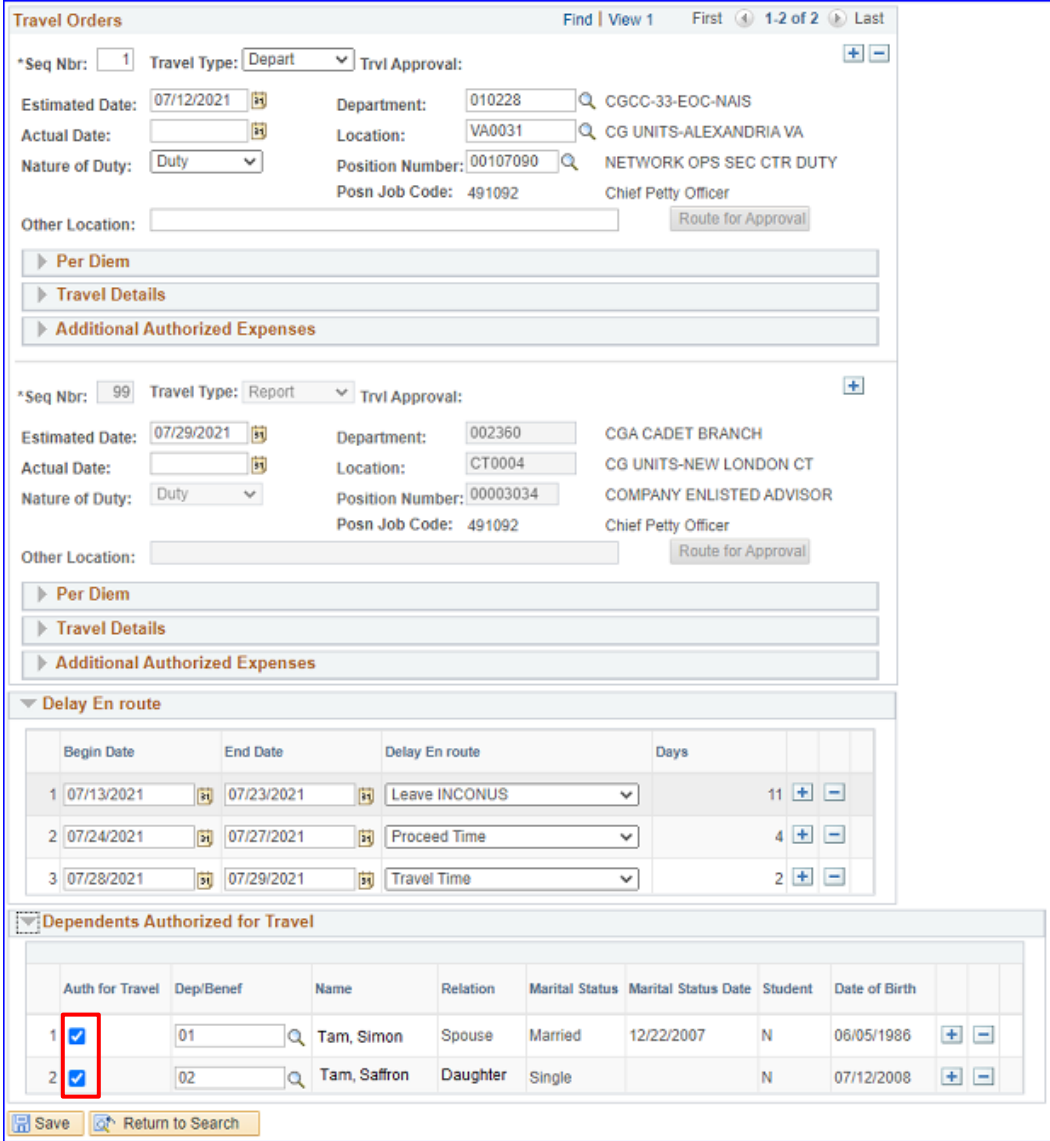
Procedures,
continued

Step	Action																												
8	<p>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.</p> <div> <div> Travel Orders Find View 1 First 1-2 of 2 Last </div> <div> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: </div> <div> Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS </div> <div> Actual Date: Location: VA0031 CG UNITS-ALEXANDRIA VA </div> <div> Nature of Duty: Duty Position Number: 00107090 NETWORK OPS SEC CTR DUTY </div> <div> Posn Job Code: 491092 Chief Petty Officer </div> <div> Other Location: Route for Approval </div> <div> ▶ Per Diem </div> <div> ▶ Travel Details </div> <div> ▶ Additional Authorized Expenses </div> </div> <div> <div> *Seq Nbr: 99 Travel Type: Report Trvl Approval: </div> <div> Estimated Date: 07/29/2021 Department: 002360 CGA CADET BRANCH </div> <div> Actual Date: Location: CT0004 CG UNITS-NEW LONDON CT </div> <div> Nature of Duty: Duty Position Number: 00003034 COMPANY ENLISTED ADVISOR </div> <div> Posn Job Code: 491092 Chief Petty Officer </div> <div> Other Location: Route for Approval </div> <div> ▶ Per Diem </div> <div> ▶ Travel Details </div> <div> ▶ Additional Authorized Expenses </div> </div> <div> Delay En route <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <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> </tbody> </table> </div> <div> ▶ Dependents Authorized for Travel </div> <div> Save Return to Search </div>		Begin Date	End Date	Delay En route	Days			1	07/13/2021	07/23/2021	Leave INCONUS	11	+	-	2	07/24/2021	07/27/2021	Proceed Time	4	+	-	3	07/28/2021	07/29/2021	Travel Time	2	+	-
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continued

Step	Action																											
9	<p>Check the Auth for Travel box for each dependent that is authorized to travel.</p> <p>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.</p>  <p>The screenshot displays the 'Travel Orders' system interface. It shows two travel orders, one for a 'Depart' type and one for a 'Report' type. Below these, there is a 'Delay En route' section with a table of delays. At the bottom, there is a 'Dependents Authorized for Travel' table with columns for 'Auth for Travel', 'Dep/Benef', 'Name', 'Relation', 'Marital Status', 'Marital Status Date', 'Student', and 'Date of Birth'. The 'Auth for Travel' column for both dependents is checked, and these checkboxes are highlighted with a red box. The 'Save' and 'Return to Search' buttons are at the bottom of the interface.</p> <table border="1"> <caption>Dependents Authorized for Travel</caption> <thead> <tr> <th></th><th>Auth for Travel</th><th>Dep/Benef</th><th>Name</th><th>Relation</th><th>Marital Status</th><th>Marital Status Date</th><th>Student</th><th>Date of Birth</th></tr> </thead> <tbody> <tr> <td>1</td><td><input checked="" type="checkbox"/></td><td>01</td><td>Tam, Simon</td><td>Spouse</td><td>Married</td><td>12/22/2007</td><td>N</td><td>06/05/1986</td></tr> <tr> <td>2</td><td><input checked="" type="checkbox"/></td><td>02</td><td>Tam, Saffron</td><td>Daughter</td><td>Single</td><td></td><td>N</td><td>07/12/2008</td></tr> </tbody> </table>		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1	<input checked="" type="checkbox"/>	01	Tam, Simon	Spouse	Married	12/22/2007	N	06/05/1986	2	<input checked="" type="checkbox"/>	02	Tam, Saffron	Daughter	Single		N	07/12/2008
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Continued on next page

PCS Orders, Continued

Procedures,
continued

Step	Action																																															
10	<p>Once the Travel Orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click Save to update the itinerary.</p> <div> <div> Travel Orders Find View 1 First 1-2 of 2 Last </div> <div> *Seq Nbr: 1 Travel Type: Depart Trvl Approval: </div> <div> Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS Actual Date: Location: VA0031 CG UNITS-ALEXANDRIA VA Nature of Duty: Duty Position Number: 00107090 NETWORK OPS SEC CTR DUTY Posn Job Code: 491092 Chief Petty Officer Other Location: Route for Approval </div> <div> Per Diem Travel Details Additional Authorized Expenses </div> </div> <div> <div> *Seq Nbr: 99 Travel Type: Report Trvl Approval: </div> <div> Estimated Date: 07/29/2021 Department: 002360 CGA CADET BRANCH Actual Date: Location: CT0004 CG UNITS-NEW LONDON CT Nature of Duty: Duty Position Number: 00003034 COMPANY ENLISTED ADVISOR Posn Job Code: 491092 Chief Petty Officer Other Location: Route for Approval </div> <div> Per Diem Travel Details Additional Authorized Expenses </div> </div> <div> Delay En route <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07/13/2021</td> <td>07/23/2021</td> <td>Leave INCONUS</td> <td>11</td> </tr> <tr> <td>2</td> <td>07/24/2021</td> <td>07/27/2021</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>3</td> <td>07/28/2021</td> <td>07/29/2021</td> <td>Travel Time</td> <td>2</td> </tr> </tbody> </table> </div> <div> Dependents Authorized for Travel <table border="1"> <thead> <tr> <th></th> <th>Auth for Travel</th> <th>Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Date of Birth</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>01</td> <td>Tam, Simon</td> <td>Spouse</td> <td>Married</td> <td>12/22/2007</td> <td>N</td> <td>06/05/1986</td> </tr> <tr> <td>2</td> <td><input checked="" type="checkbox"/></td> <td>02</td> <td>Tam, Saffron</td> <td>Daughter</td> <td>Single</td> <td></td> <td>N</td> <td>07/12/2008</td> </tr> </tbody> </table> </div> <div> Save Return to Search </div>		Begin Date	End Date	Delay En route	Days	1	07/13/2021	07/23/2021	Leave INCONUS	11	2	07/24/2021	07/27/2021	Proceed Time	4	3	07/28/2021	07/29/2021	Travel Time	2		Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth	1	<input checked="" type="checkbox"/>	01	Tam, Simon	Spouse	Married	12/22/2007	N	06/05/1986	2	<input checked="" type="checkbox"/>	02	Tam, Saffron	Daughter	Single		N	07/12/2008
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Continued on next page

PCS Orders, Continued

Procedures, continued

Step

11

Action

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 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

Itinerary

Personalize

Find

First

1-5 of 5

Last

Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Dept/ID Description	Position Description	Location Description
			07/24/2021		Proceed Time			
			07/28/2021		Travel Time			
			07/13/2021		Leave INCONUS			
1	Depart		07/12/2021		Duty	CGCC-33-EOC-NAIS	NETWORK OPS SEC CTR DUTY	CG UNITS-ALEXANDRIA VA
99	Report		07/29/2021		Duty	CGA CADET BRANCH	COMPANY ENLISTED ADVISOR	CG UNITS-NEW LONDON CT

Travel Orders

Find

View 1

First

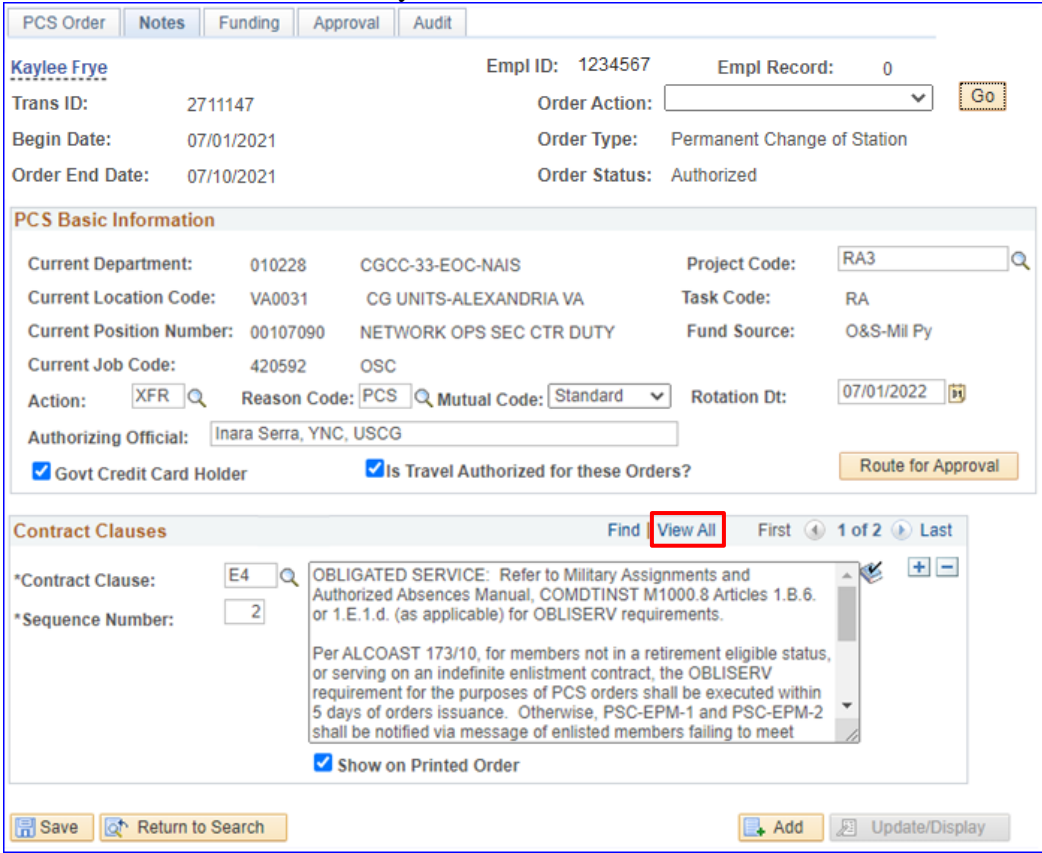
1-2 of 2

Last

Continued on next page

PCS Orders, Continued

Procedures,
continued

Step	Action
13	<p>On the Notes tab, scroll down to the Contract Clauses (Order Notes) section and click View All, if necessary.</p>  <p>The screenshot shows the 'Notes' tab selected in the PCS Order system. The top section displays employee information for Kaylee Frye (Empl ID: 1234567, Empl Record: 0). Below this, the 'PCS Basic Information' section contains fields for Current Department (010228), Current Location Code (VA0031), Current Position Number (00107090), Current Job Code (420592), Action (XFR), Reason Code (PCS), Mutual Code (Standard), and Rotation Dt (07/01/2022). The 'Contract Clauses' section is at the bottom, with a 'View All' button highlighted in a red box. The 'Contract Clauses' section also includes a search bar, a list of clauses (e.g., E4), and a 'Show on Printed Order' checkbox.</p>

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action
14	<p>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.</p> <p>The screenshot shows the PCS Order system interface. The 'Notes' tab is selected. The top section contains fields for Kaylee Frye, Trans ID (2711147), Begin Date (07/01/2021), Order End Date (07/10/2021), Empl ID (1234567), Empl Record (0), Order Action (dropdown), Order Type (Permanent Change of Station), and Order Status (Authorized). Below this is the 'PCS Basic Information' section with fields for Current Department (010228), Current Location Code (VA0031), Current Position Number (00107090), Current Job Code (420592), Action (XFR), Reason Code (PCS), Mutual Code (Standard), Rotation Dt (07/01/2022), and Authorizing Official (Inara Serra, YNC, USCG). There are checkboxes for 'Govt Credit Card Holder' and 'Is Travel Authorized for these Orders?'. A 'Route for Approval' button is also present. The bottom section is 'Contract Clauses', showing two rows. The first row has Contract Clause E4 and Sequence Number 2. The second row has Contract Clause F2 and Sequence Number 1. A red box highlights the '+' button next to the second row's '+' button.</p>

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action
15	<p>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.</p> <p>PCS Order Notes Funding Approval Audit</p> <p>Kaylee Frye Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2711147 Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Begin Date: 07/01/2021 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/10/2021 Order Status: Authorized</p> <p>PCS Basic Information</p> <p>Current Department: 010228 CGCC-33-EOC-NAIS Project Code: RA3</p> <p>Current Location Code: VA0031 CG UNITS-ALEXANDRIA VA Task Code: RA</p> <p>Current Position Number: 00107090 NETWORK OPS SEC CTR DUTY Fund Source: O&S-Mil Py</p> <p>Current Job Code: 420592 OSC</p> <p>Action: <input type="text"/> XFR Reason Code: <input type="text"/> PCS Mutual Code: <input type="text"/> Standard Rotation Dt: 07/01/2022</p> <p>Authorizing Official: Inara Serra, YNC, USCG</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? <input type="button" value="Route for Approval"/></p> <p>Contract Clauses Find View 1 First 1-3 of 3 Last</p> <p>*Contract Clause: <input type="text"/> 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.</p> <p>*Sequence Number: <input type="text"/> 2</p> <p>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</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p> <p>*Contract Clause: <input type="text"/> 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.</p> <p>*Sequence Number: <input type="text"/> 1</p> <p>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</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p> <p>*Contract Clause: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>*Sequence Number: <input type="text"/></p> <p><input checked="" type="checkbox"/> Show on Printed Order</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>

Continued on next page

PCS Orders, Continued

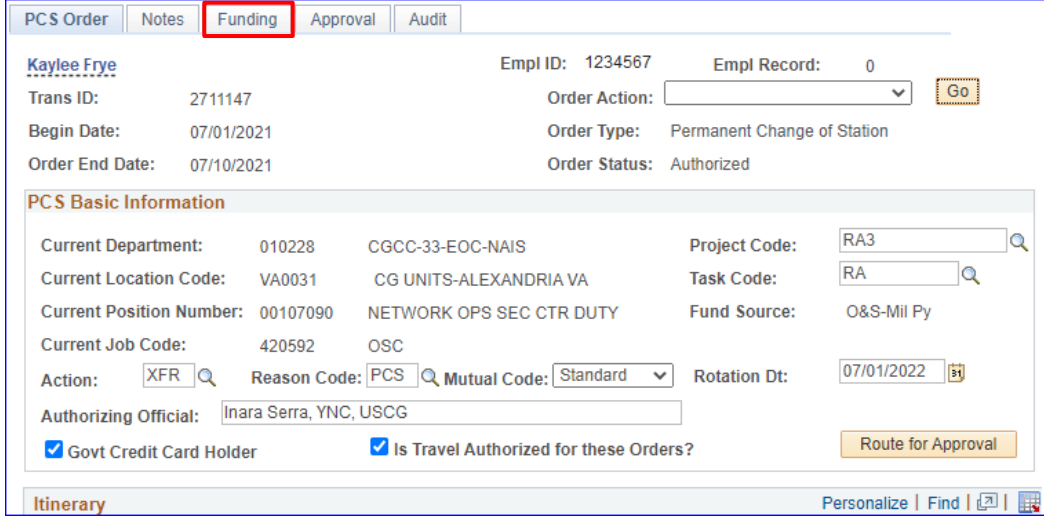
Procedures,
continued

Step	Action
16	<p>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.</p> <p>Click Save, then click Return to Search to exit the Order and re-enter immediately.</p> <p>The screenshot displays the PCS Order system interface. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. Below these, the user 'Kaylee Frye' is logged in, with 'Empl ID: 1234567' and 'Empl Record: 0'. The 'Trans ID' is 2711147, 'Begin Date' is 07/01/2021, and 'Order End Date' is 07/10/2021. The 'Order Action' is set to 'Permanent Change of Station' and the 'Order Status' is 'Authorized'. The 'PCS Basic Information' section shows details for the current department (010228), location (VA0031), position (00107090), and job code (420592). The 'Contract Clauses' section lists three clauses, each with a 'Show on Printed Order' checkbox checked. The clauses are: 1. OBLIGATED SERVICE (E4, Sequence Number 2), 2. THE MAXIMUM AMOUNT OF TIME COMMANDS CAN ADJUST A REPORT DATE (F2, Sequence Number 1), and 3. THESE ORDERS CONSTITUTE A PCS MOVE (PCS, Sequence Number 3). At the bottom, the 'Save' and 'Return to Search' buttons are highlighted.</p>

Continued on next page

PCS Orders, Continued

Procedures,
continued

Step	Action
17	<p>Upon re-entering the Order, select the Funding tab.</p>  <p>The screenshot shows the PCS Order system interface. At the top, there are tabs: PCS Order, Notes, Funding (highlighted with a red box), Approval, and Audit. Below the tabs, the user's name "Kaylee Frye" is displayed. To the right, the Employee ID is 1234567 and the Employee Record is 0. Below this, there are fields for Trans ID (2711147), Begin Date (07/01/2021), Order End Date (07/10/2021), Order Action (a dropdown menu), Order Type (Permanent Change of Station), and Order Status (Authorized). A "Go" button is next to the Order Action dropdown. Below these fields is a section titled "PCS Basic Information" which contains several rows of data: Current Department (010228 CGCC-33-EOC-NAIS), Current Location Code (VA0031 CG UNITS-ALEXANDRIA VA), Current Position Number (00107090 NETWORK OPS SEC CTR DUTY), Current Job Code (420592 OSC), Project Code (RA3), Task Code (RA), Fund Source (O&S-Mil Py), Action (XFR), Reason Code (PCS), Mutual Code (Standard), and Rotation Dt (07/01/2022). There is also a field for Authorizing Official (Inara Serra, YNC, USCG). At the bottom, there are two checkboxes: "Govt Credit Card Holder" and "Is Travel Authorized for these Orders?", both of which are checked. A "Route for Approval" button is located to the right of these checkboxes. At the very bottom, there is a "Itinerary" link and a "Personalize Find" button.</p>

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action																																																																						
18	<p>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).</p> <p>DO NOT CLICK RESUBMIT ORDER! (Only click Resubmit Order if previously entered funding requires changing AFTER approval).</p> <p>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.</p> <p>Click Save.</p> <p>PCS Basic Information</p> <p>Current Department: 010228 CGCC-33-EOC-NAIS Project Code: RA3</p> <p>Current Location Code: VA0031 CG UNITS-ALEXANDRIA VA Task Code: RA</p> <p>Current Position Number: 00107090 NETWORK OPS SEC CTR DUTY Fund Source: O&S-Mil Py</p> <p>Current Job Code: 420592 OSC</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2022</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> <p>Summary POET Details PDF</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>70Z0PCS210001192</td> <td>UCGIOH0MP152850CMD21002321REASSIGN</td> <td>Member Travel</td> <td>\$3,000.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0PCS210001192</td> <td>UCGIOH0MP152850CMD21002221REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD22003421REASSIGN</td> <td>House Hold Goods</td> <td>\$4,406.10</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD22004521REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD212203121REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD212203221REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD25703921REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0PCS210001193</td> <td>UCGIOH0MP152850CMD212106321REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9</td> <td>70Z0PCS220038336</td> <td>UCGIOH0MPC34269OPSXX12203022REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$2,500.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table> <p>Total Cost: \$7,134.38 Resubmit Order</p> <p>Save Return to Search Previous in List Next in List Add Update/Display</p>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0PCS210001192	UCGIOH0MP152850CMD21002321REASSIGN	Member Travel	\$3,000.00	New	New	2 New	70Z0PCS210001192	UCGIOH0MP152850CMD21002221REASSIGN	Dependent Travel	\$0.00	New	New	3 New	70Z0PCS210001193	UCGIOH0MP152850CMD22003421REASSIGN	House Hold Goods	\$4,406.10	New	New	4 New	70Z0PCS210001193	UCGIOH0MP152850CMD22004521REASSIGN	Privately Owned Vehicles	\$0.00	New	New	5 New	70Z0PCS210001193	UCGIOH0MP152850CMD212203121REASSIGN	Temporary Lodging Expense	\$0.00	New	New	6 New	70Z0PCS210001193	UCGIOH0MP152850CMD212203221REASSIGN	Temporary Lodging Allowance	\$0.00	New	New	7 New	70Z0PCS210001193	UCGIOH0MP152850CMD25703921REASSIGN	Non-Temporary Storage	\$0.00	New	New	8 New	70Z0PCS210001193	UCGIOH0MP152850CMD212106321REASSIGN	Personally Procured Move	\$0.00	New	New	9	70Z0PCS220038336	UCGIOH0MPC34269OPSXX12203022REASSIGN	DLA Dislocation Allowance	\$2,500.00	New	New
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8 New	70Z0PCS210001193	UCGIOH0MP152850CMD212106321REASSIGN	Personally Procured Move	\$0.00	New	New																																																																	
9	70Z0PCS220038336	UCGIOH0MPC34269OPSXX12203022REASSIGN	DLA Dislocation Allowance	\$2,500.00	New	New																																																																	

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PCS Orders, Continued

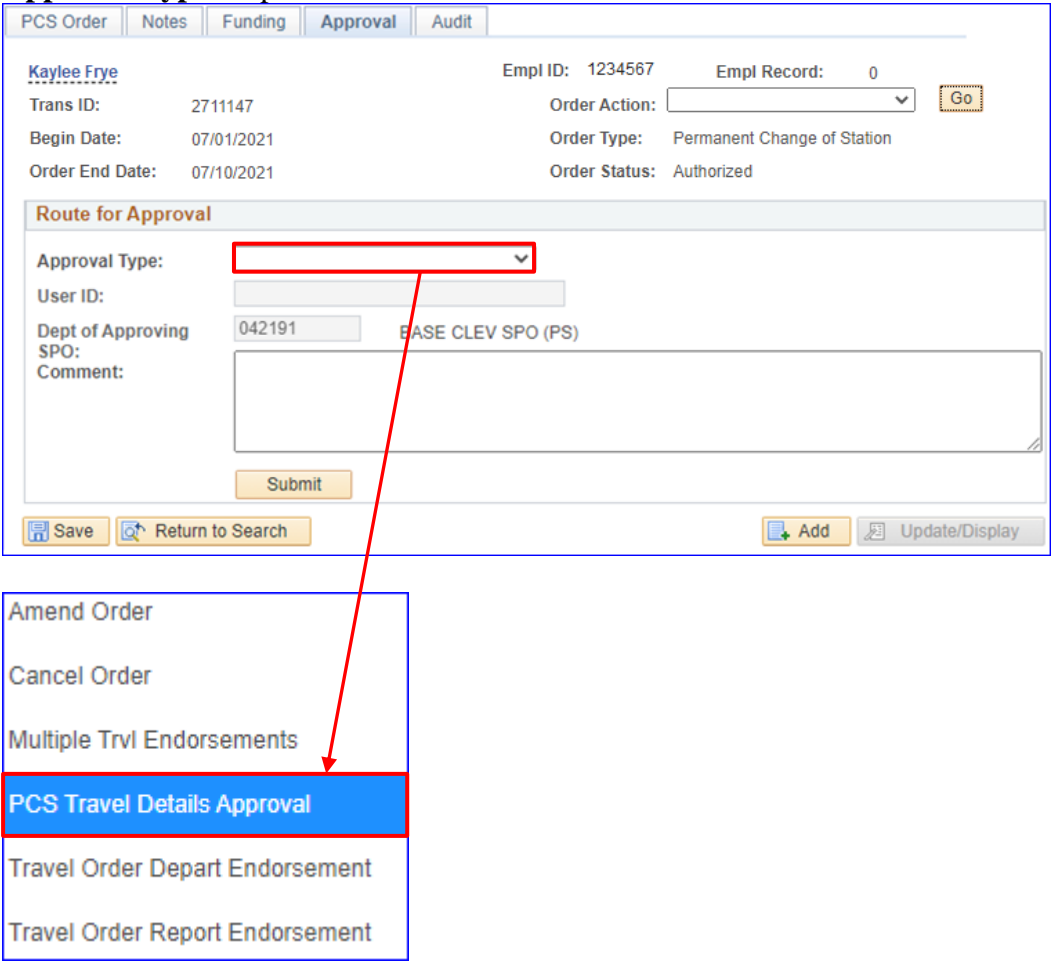
Procedures, continued

Step	Action
19	<p>Once saved, select Route for Approval (or go to the Approval tab).</p> <p>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.</p> <p>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).</p> <p>The screenshot shows the 'Approval' tab of the PCS Order system. The top section contains employee and order details. The 'PCS Basic Information' section includes fields for department, location, position, job code, action, reason code, mutual code, rotation date, and authorizing official. A 'Route for Approval' button is highlighted in red. Below this is a table of funding lines with columns for Status, Document#, POET, Funding Type, Cost Total, Funds Check Status, and Obligation Status. The table lists 9 funding lines with various costs and statuses. At the bottom, the Total Cost is \$9,906.10, and there are buttons for Save, Return to Search, Previous in List, Next in List, Add, and Update/Display.</p>

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PCS Orders, Continued

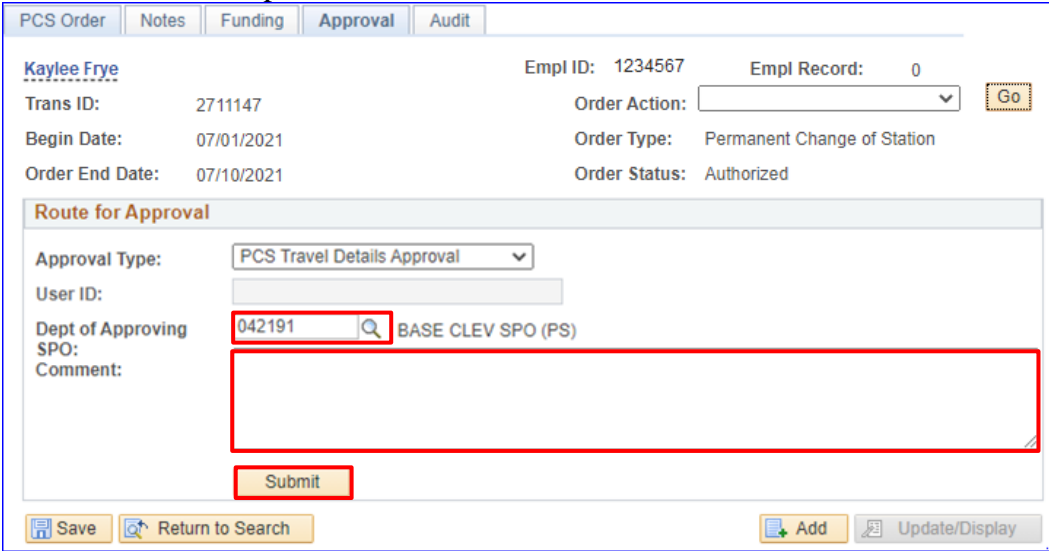
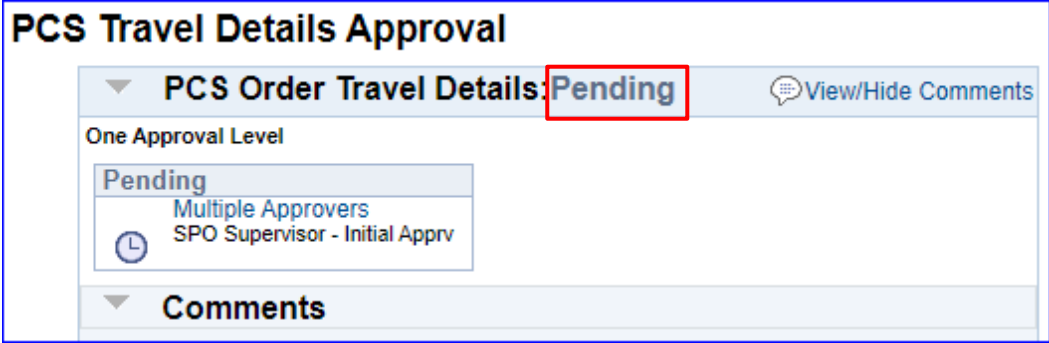
Procedures,
continued

Step	Action
20	<p>The Approval tab will display. Select PCS Travel Details Approval from the Approval Type drop-down.</p>  <p>The screenshot shows the 'Approval' tab of a PCS Order for Kaylee Frye. The 'Route for Approval' section contains the following fields:</p> <ul style="list-style-type: none"> Approval Type: (Dropdown menu, highlighted with a red box) User ID: (Text field) Dept of Approving SPO: 042191 (Text field) Comment: (Text area) <p>Below the 'Route for Approval' section is a 'Submit' button. At the bottom of the page are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.</p> <p>A dropdown menu is shown below the 'Approval Type' field, with 'PCS Travel Details Approval' selected and highlighted in blue. Other options in the menu include 'Amend Order', 'Cancel Order', 'Multiple Trvl Endorsements', 'Travel Order Depart Endorsement', and 'Travel Order Report Endorsement'.</p>

Continued on next page

PCS Orders, Continued


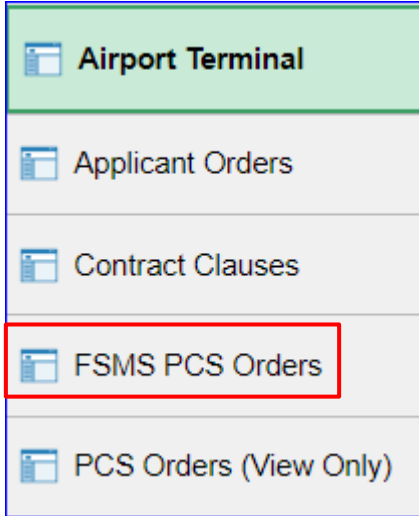
Procedures,
continued

Step	Action
21	<p>Verify the Dept of Approving SPO ID is correct (see NOTE). Enter Comments, if necessary and click Submit.</p> <p>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.</p> 
22	<p>The PCS Order will be placed in a Pending status awaiting P&A Supervisor or PAO approval (see NOTE in Step 21).</p> 

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. 

Continued on next page

Departing Endorsement, Continued

20B Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div> <div> FSMS PCS Orders Enter any information you have and click Search. Leave fields blank for a list of all values. <div> Find an Existing Value Add a New Value </div> <div> <div> ▼ Search Criteria </div> <div> <div> Empl ID begins with ▼ 1234567 </div> <div> Empl Record = ▼ <input type="text"/> <input type="button" value="Q"/> </div> <div> Trans ID = ▼ <input type="text"/> <input type="button" value="Q"/> </div> <div> Begin Date = ▼ <input type="text"/> <input type="button" value="Calendar"/> </div> <div> End Date = ▼ <input type="text"/> <input type="button" value="Calendar"/> </div> <div> National ID begins with ▼ <input type="text"/> </div> <div> Name begins with ▼ <input type="text"/> </div> <div> Last Name begins with ▼ <input type="text"/> </div> <div> Order Status = ▼ <input type="text"/> ▼ </div> <div> <input type="checkbox"/> Case Sensitive </div> <div> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> </div> </div> </div> </div> </div>

Continued on next page

Departing Endorsement, Continued

Procedures, continued

Step

3

Action

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.

Search Results

View All

First

1-3 of 3

Last

Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority
1234567	0	2683561	Kaylee Frye	E7	AD	Ready	03/12/2021	03/23/2021	(blank)	12323
1234567	0	2576542	Kaylee Frye	E7	AD	Finished	07/01/2020	07/01/2020	(blank)	12323
1234567	0	2326205	Kaylee Frye	E7	AD	Finished	07/04/2016	07/22/2016	(blank)	12323

Find an Existing Value

Add a New Value

4

The PCS Order will display. Scroll down to the **Travel Details** section and click **View All**.

PCS Order

Notes

Funding

Approval

Audit

Kaylee Frye

Trans ID: 2711147

Begin Date: 07/12/2021

Order End Date: 07/29/2021

Empl ID: 1234567

Empl Record: 0

Order Action: Go

Order Type: Permanent Change of Station

Order Status: Ready

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

First

1-5 of 5

Last

Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Dept/ID Description	Position Description	Location Description
			07/24/2021		Proceed Time			
			07/28/2021		Travel Time			
			07/13/2021		Leave INCONUS			
1	Depart		07/12/2021		Duty	CGCC-33-EOC-NAIS	NETWORK OPS SEC CTR DUTY	CG UNITS-ALEXANDRIA VA
99	Report		07/29/2021		Duty	CGA CADET BRANCH	COMPANY ENLISTED ADVISOR	CG UNITS-NEW LONDON CT

Travel Orders

View All

First

1 of 2

Last

*Seq Nbr: 1

Travel Type: Depart

Trvl Approval:

Estimated Date: 07/12/2021

Department: 010228

CGCC-33-EOC-NAIS

Actual Date:

Location: VA0031

CG UNITS-ALEXANDRIA VA

Continued on next page

Departing Endorsement, Continued

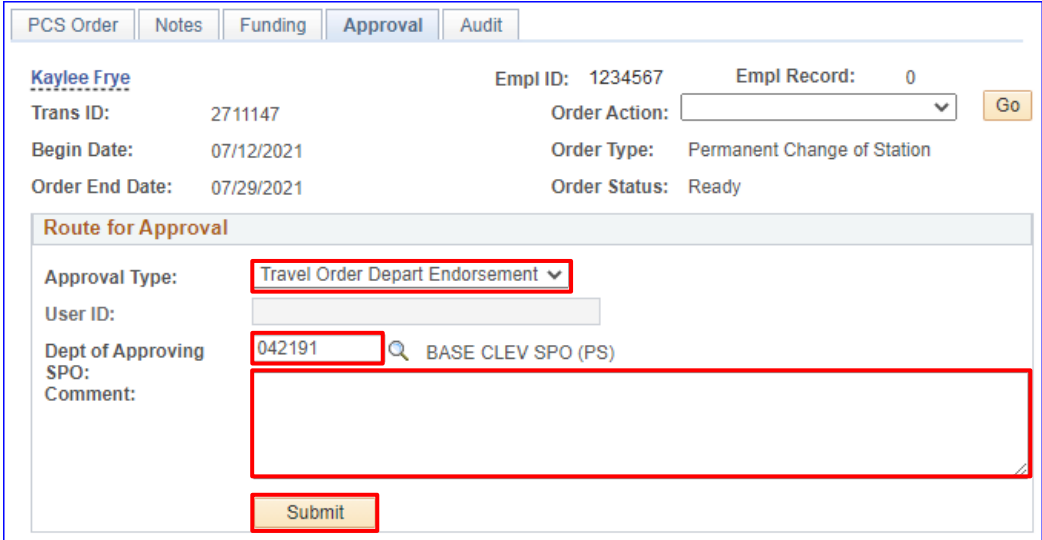
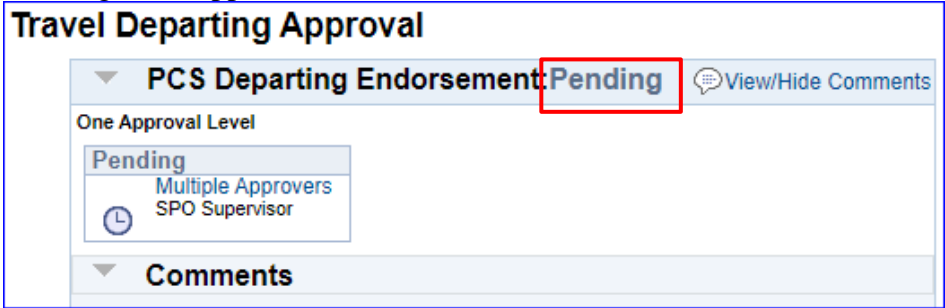
Procedures,
continued

Step	Action																												
5	<p>In the Seq Nbr 1 (Depart) row, enter the Actual Date of Departure (must be the same or later than the Estimated Date). Remember: The Actual Date CANNOT be future dated.</p> <p>Click Route for Approval from the Seq Nbr 1 row.</p> <p>NOTE: If the Actual Date is different than the Estimated Date, update the Delay En route section to account for the change (see <i>Step 9 & 10</i> of the PCS Orders section for more information on updating the Delay En route section).</p> <div> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS</p> <p>Actual Date: 07/12/2021 Location: VA0031 CG UNITS-ALEXANDRIA VA</p> <p>Nature of Duty: Duty Position Number: 00107090 NETWORK OPS SEC CTR DUTY</p> <p>Posn Job Code: 491092 Chief Petty Officer</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: +</p> <p>Estimated Date: 07/29/2021 Department: 002360 CGA CADET BRANCH</p> <p>Actual Date: Location: CT0004 CG UNITS-NEW LONDON CT</p> <p>Nature of Duty: Duty Position Number: 00003034 COMPANY ENLISTED ADVISOR</p> <p>Posn Job Code: 491092 Chief Petty Officer</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th><th></th><th></th></tr> </thead> <tbody> <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> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p>Save Return to Search</p> </div>		Begin Date	End Date	Delay En route	Days			1	07/13/2021	07/23/2021	Leave INCONUS	11	+	-	2	07/24/2021	07/27/2021	Proceed Time	4	+	-	3	07/28/2021	07/29/2021	Travel Time	2	+	-
	Begin Date	End Date	Delay En route	Days																									
1	07/13/2021	07/23/2021	Leave INCONUS	11	+	-																							
2	07/24/2021	07/27/2021	Proceed Time	4	+	-																							
3	07/28/2021	07/29/2021	Travel Time	2	+	-																							

Continued on next page

Departing Endorsement, Continued

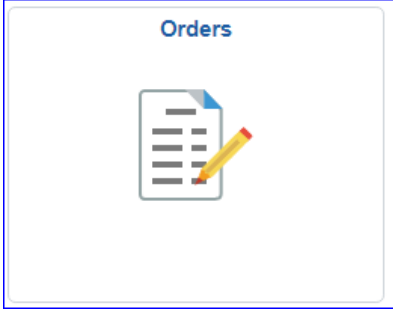
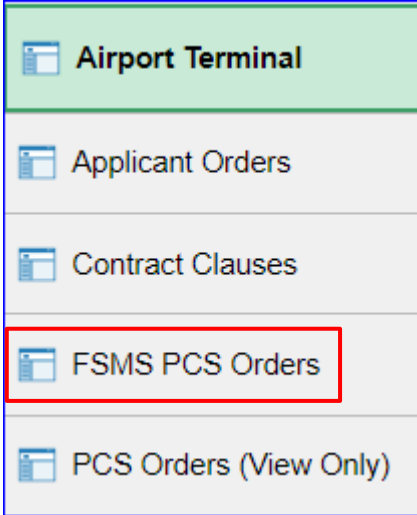
Procedures,
continued

Step	Action
6	<p>The Approval tab will display. The Approval Type should indicate Travel Order Depart Endorsement. Verify the Dept of Approving SPO ID and click Submit.</p> <p>(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.</p> <p>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</p> 
7	<p>The PCS Departing Endorsement will be placed in a Pending status and is awaiting SPO Approval.</p> 

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. 

Continued on next page

Reporting Endorsement, Continued

22B Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Search.</p> <div> <p>FSMS PCS Orders</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div> <p>Find an Existing Value Add a New Value</p> </div> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 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> <div> <p>Search Clear Basic Search  Save Search Criteria</p> </div> </div>

Continued on next page

Reporting Endorsement, Continued

Procedures, continued

Step

3

Action

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.

Search Results

View All

First

1-3 of 3

Last

Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority
1234567	0	2683561	Kaylee Frye	E7	AD	En route	03/12/2021	03/23/2021	(blank)	12323
1234567	0	2576542	Kaylee Frye	E7	AD	Finished	07/01/2020	07/01/2020	(blank)	12323
1234567	0	2326205	Kaylee Frye	E7	AD	Finished	07/04/2016	07/22/2016	(blank)	12323

Find an Existing Value

Add a New Value

4

The PCS Order will display. Scroll down to the **Travel Orders** section and click **View All**.

PCS Order

Notes

Funding

Approval

Audit

Kaylee Frye

Empl ID: 1234567

Empl Record: 0

Trans ID: 2711147

Order Action:

Go

Begin Date: 07/12/2021

Order Type: Permanent Change of Station

Order End Date: 07/29/2021

Order Status: En route

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

1-5 of 5

Last

Sequence Number	Travel Type Code	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description
			07/24/2021		Proceed Time			
			07/28/2021		Travel Time			
			07/13/2021		Leave INCONUS			
1 Depart	Approved	07/12/2021	07/12/2021	Duty	CGCC-33-EOC-NAIS	NETWORK OPS SEC CTR DUTY		CG UNITS-ALEXANDRIA VA
99 Report		07/29/2021		Duty	CGA CADET BRANCH	COMPANY ENLISTED ADVISOR		CG UNITS-NEW LONDON CT

Travel Orders

View All

First

1 of 2

Last

*Seq Nbr: 1

Travel Type: Depart

Trvl Approval: Approved

Estimated Date: 07/12/2021

Department: 010228

CGCC-33-EOC-NAIS

Actual Date: 07/12/2021

Location: VA0031

CG UNITS-ALEXANDRIA VA

Nature of Duty: Duty

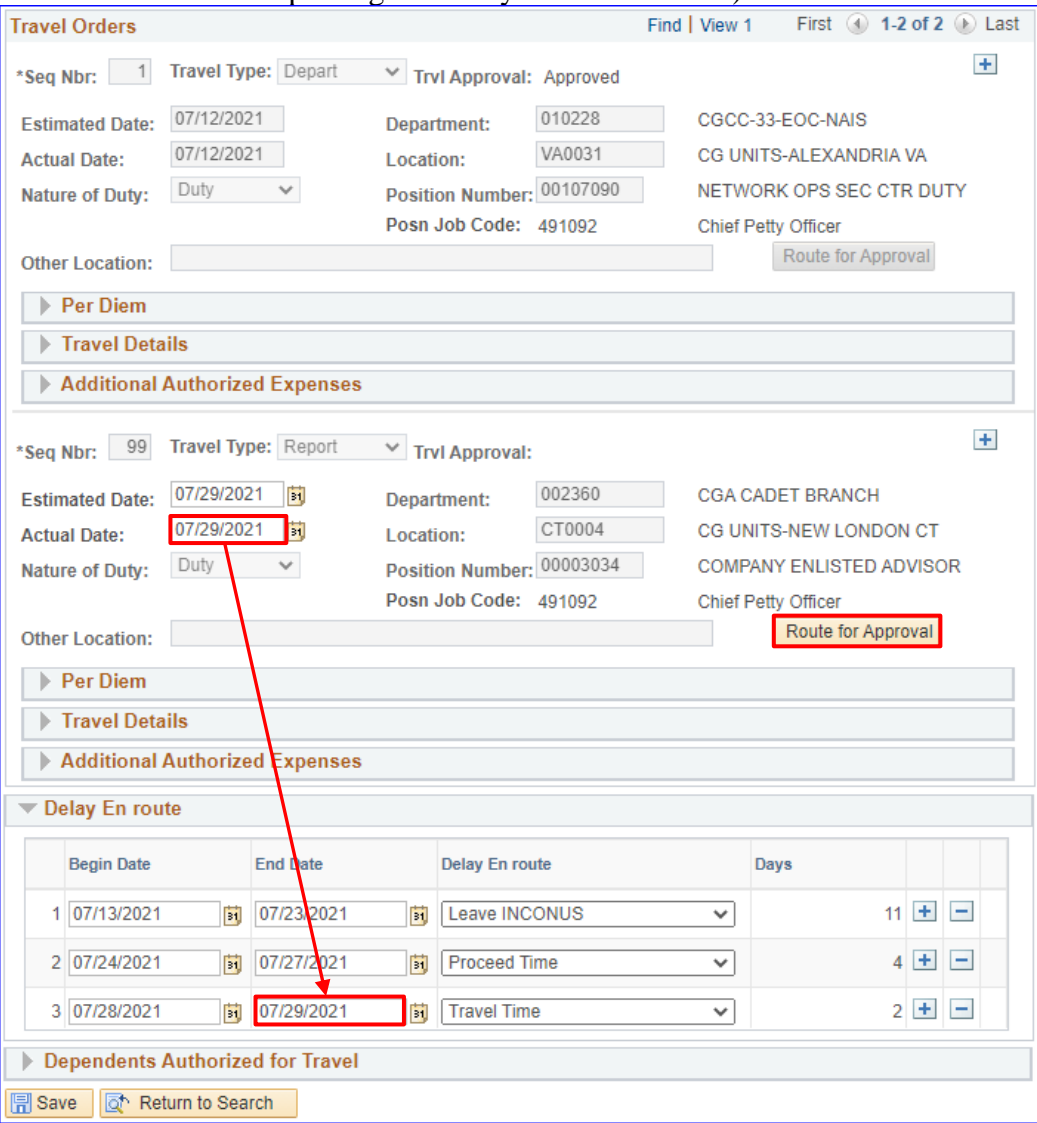
Position Number: 00107090

NETWORK OPS SEC CTR DUTY

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Reporting Endorsement, Continued

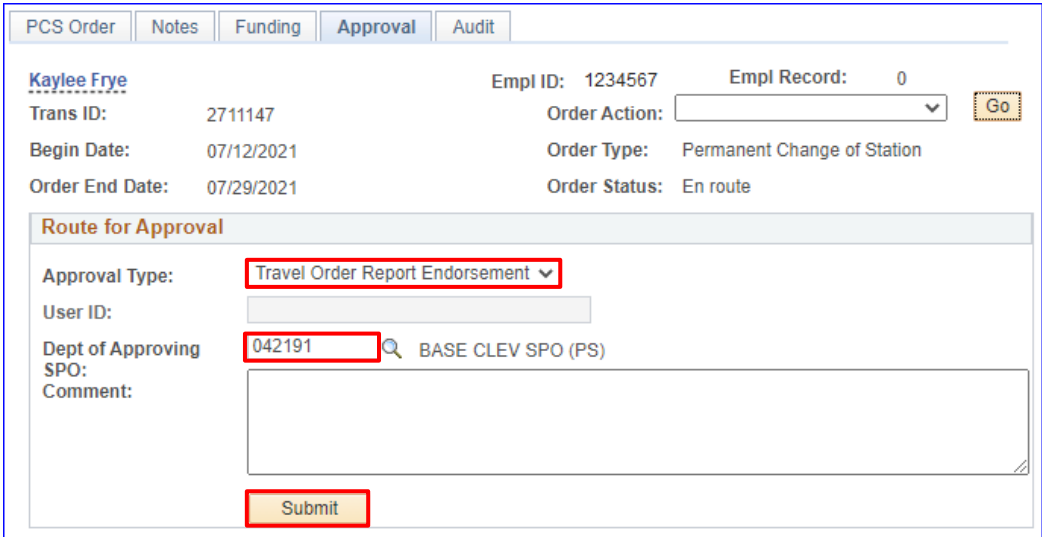

Procedures,
continued

Step	Action
5	<p>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.</p> <p>Click Route for Approval from the Seq Nbr 99 row.</p> <p>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 <i>Steps 9 & 10</i> of the PCS Orders section for more information on updating the Delay En route section).</p>  <p>The screenshot shows the 'Travel Orders' interface. At the top, there are tabs for 'Find', 'View 1', 'First', '1-2 of 2', and 'Last'. Below this, there are two main sections for 'Seq Nbr: 1' and 'Seq Nbr: 99'. The 'Seq Nbr: 99' section is highlighted. It includes fields for 'Travel Type: Report', 'Trvl Approval: Approved', 'Estimated Date: 07/29/2021', 'Actual Date: 07/29/2021', 'Nature of Duty: Duty', 'Department: 002360', 'Location: CT0004', 'Position Number: 00003034', and 'Posn Job Code: 491092'. There are also buttons for 'Route for Approval' and 'Per Diem'. Below this is a 'Delay En route' table with columns for 'Begin Date', 'End Date', 'Delay En route', and 'Days'. The table has three rows: 1 (07/13/2021 to 07/23/2021, Leave INCONUS, 11 days), 2 (07/24/2021 to 07/27/2021, Proceed Time, 4 days), and 3 (07/28/2021 to 07/29/2021, Travel Time, 2 days). The 'Actual Date' field in the 'Seq Nbr: 99' section is highlighted with a red box, and a red arrow points from it to the 'End Date' field in the third row of the 'Delay En route' table, which also contains '07/29/2021'. Another red box highlights the 'Route for Approval' button.</p>

Continued on next page

Reporting Endorsement, Continued

Procedures,
continued

Step	Action
6	<p>The Approval tab will display. The Approval Type should indicate Travel Order Report Endorsement. Verify the Dept of Approving SPO ID and click Submit.</p> 
7	<p>The PCS Reporting Endorsement will be placed in a Pending status and awaiting SPO Approval.</p> 
8	<p>Upon Approval of the PCS Reporting Endorsement, it is IMPORTANT to:</p> <ul style="list-style-type: none"> 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.