

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 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**.

Contents

Topic	See Page
PCS Orders	5
Departing Endorsement	24
Reporting Endorsement	28

Continued on next page

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**.

Known Issue - Leave

If PCS leave was erroneously requested through Absence Requests and then denied, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders.

A Trouble Ticket with screenshots must be submitted to PPC to have the 'Denied' Absence Request deleted from DA before the PCS Orders 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

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File \(1 kb\)](#)

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	23	COBB	JAYNE	1234567	O3	AD	AIRSTA ELIZABETH CITY	Denied	Leave - INCONUS	2021-04-05	2021-07-07	2021-07-12	6

▼ Delay En route

	Begin Date	End Date	Delay En route	Days
1	<input type="text" value="07/07/2021"/> <input type="button" value="Q"/>	<input type="text" value="07/12/2021"/> <input type="button" value="Q"/>	<input type="text" value="Leave INCONUS"/>	6 <input type="button" value="+"/> <input type="button" value="-"/>
2	<input type="text" value="07/13/2021"/> <input type="button" value="Q"/>	<input type="text" value="07/16/2021"/> <input type="button" value="Q"/>	<input type="text" value="Proceed Time"/>	4 <input type="button" value="+"/> <input type="button" value="-"/>
3	<input type="text" value="07/17/2021"/> <input type="button" value="Q"/>	<input type="text" value="07/19/2021"/> <input type="button" value="Q"/>	<input type="text" value="Travel Time"/>	3 <input type="button" value="+"/> <input type="button" value="-"/>

► Dependents Authorized for Travel

Message

Data being added conflicts with existing data. (18,2)Error saving Component Interface. {GP_ABSENCE_EVENT} (91,37)

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

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. If a member is transferring to a co-located unit, depart the member on one date and report the member the following day. 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.

Reserve PCS When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day (See IMPORTANT note above).

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, 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.

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 Direct Access (DA).

Funding Tab / POET Details The (PSI) P&A and SPOs are expected to enter the **Cost Totals** 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.** 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 Personally Procured Move Cost Total on the Funding tab.**

Estimates: Household Goods (PSI) P&As and SPOs may need to enter/update the **Household Goods** Cost Total. When processing funded PCS Orders, if the HHG estimate is \$0.00, update the amount using the chart below. **If the order already has a HHG cost estimate, do not change it.** For paygrades E9, W3, and O1, enter \$5000.00.

NOTE: If Orders are no cost, ensure all funding lines reflect \$0.00.

Paygrade	Est HHGs Cost	Paygrade	Est HHGs Cost
E2	\$889.05	W2	\$2,831.40
E3	\$1,110.16	W3	\$5,000.00
E4	\$1,245.52	W4	\$3,151.47
E5	\$2,310.14	O1	\$5,000.00
E6	\$3,001.32	O2	\$2,211.75
E7	\$3,745.58	O3	\$2,877.28
E8	\$4,406.10	O4	\$4,065.32
E9	\$5,000.00	O5	\$5,052.07
		O6	\$5,804.70

Continued on next page

PCS Orders, Continued

Estimates: POV / NTS

If the member is entitled to **Government Shipment of a Privately Owned Vehicle**, enter \$1,000 as the Privately Owned Vehicles Cost Total on the Funding tab.

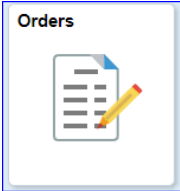
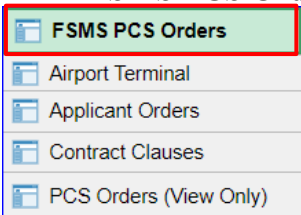
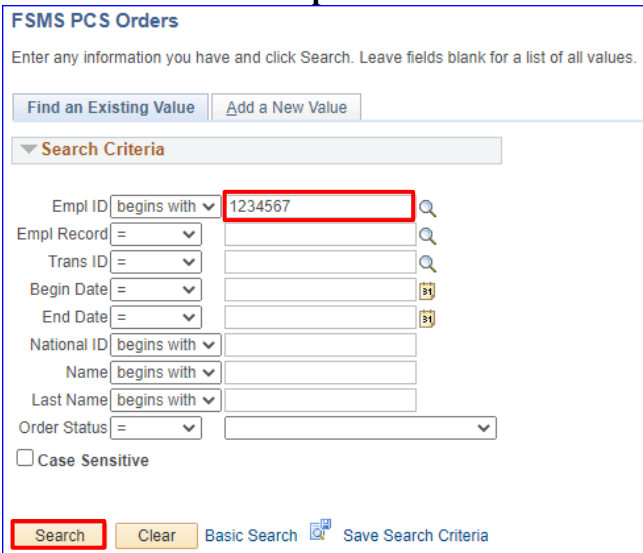
If the member is entitled to **Non-Temporary Storage**, enter \$500 in the Non-Temporary Storage Cost Total on the Funding tab.

Helpful Tool

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

Procedures

See below.

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

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

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	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	Dept/ID 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

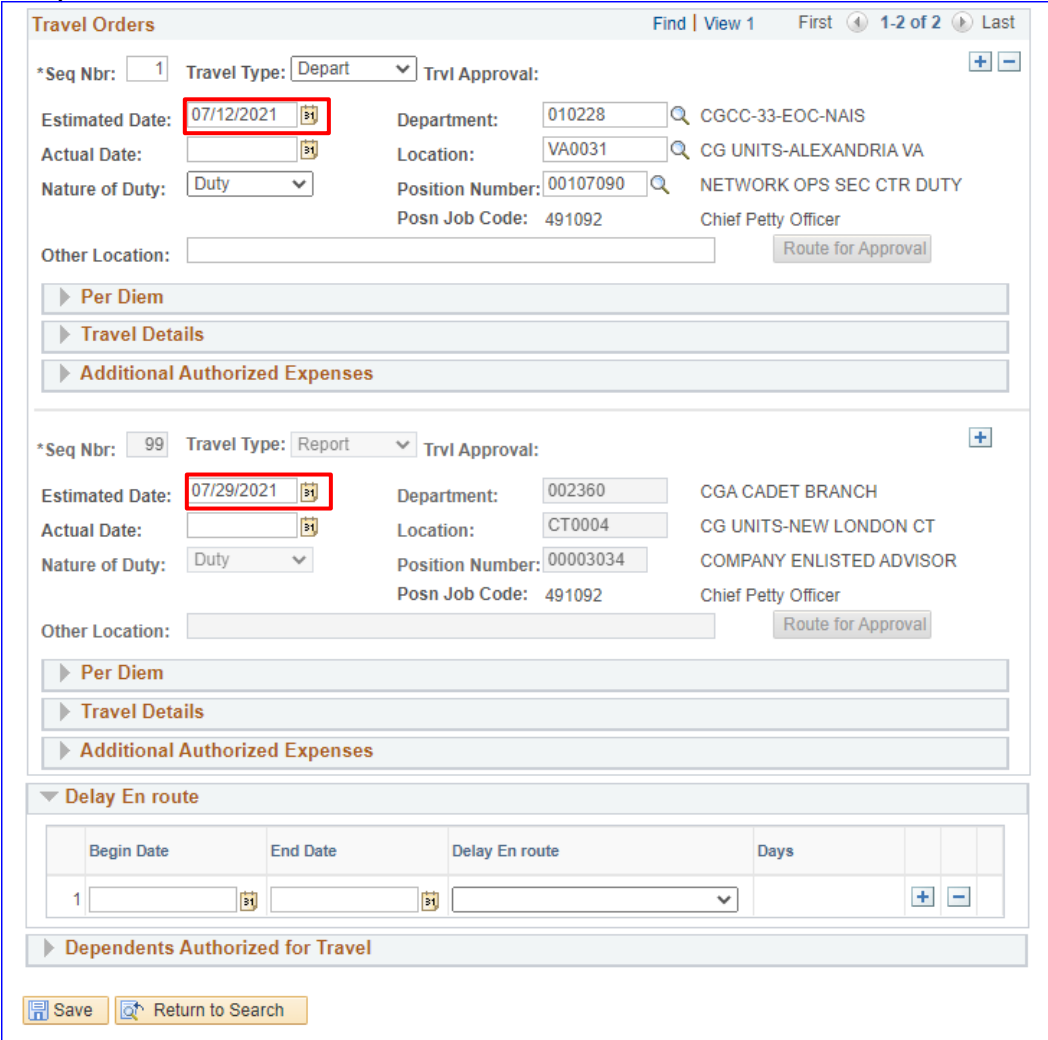
Actual Date:

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> 

Continued on next page

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</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: [Find] [View 1] First 1-2 of 2 Last</p> <p>Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS Actual Date: 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: [Find] [View 1] First 1-2 of 2 Last</p> <p>Estimated Date: 07/29/2021 Department: 002360 CGA CADET BRANCH Actual Date: 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> </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> <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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PCS Orders, Continued

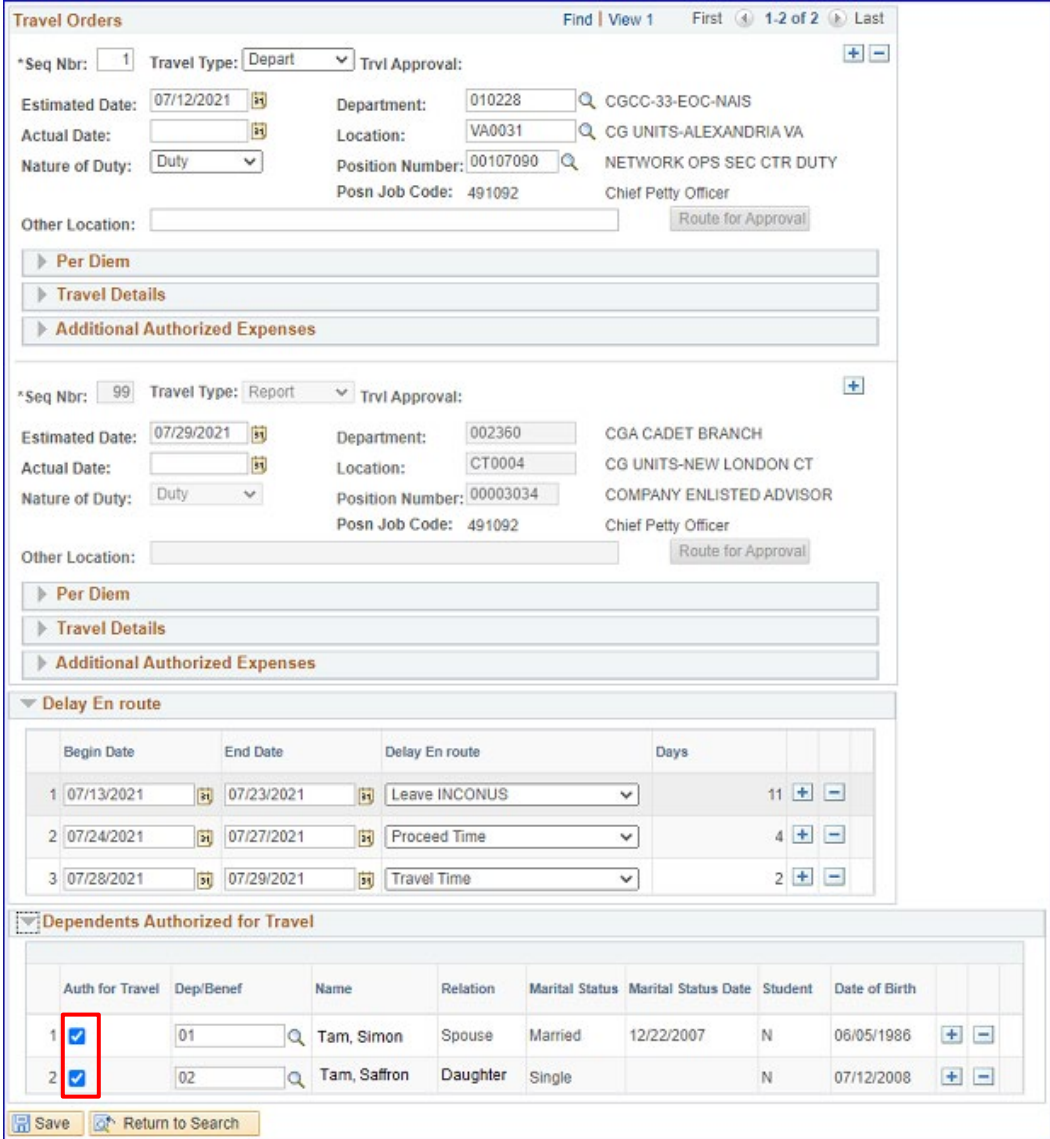
Procedures,
continued

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 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: <input type="text"/> <input type="button" value="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: <input type="text"/> <input type="button" value="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> <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> <input type="button" value="Save"/> <input type="button" value="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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PCS Orders, Continued

Procedures, 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 PCS Orders system interface. It shows two travel orders, one for a 'Depart' type and one for a 'Report' type. Below the orders is a 'Delay En route' section with a table of delays. At the bottom 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: <input type="text"/> <input type="button" value="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: <input type="text"/> <input type="button" value="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> <input type="button" value="Save"/> <input type="button" value="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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2	<input checked="" type="checkbox"/>	02	Tam, Saffron	Daughter	Single		N	07/12/2008																																								

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

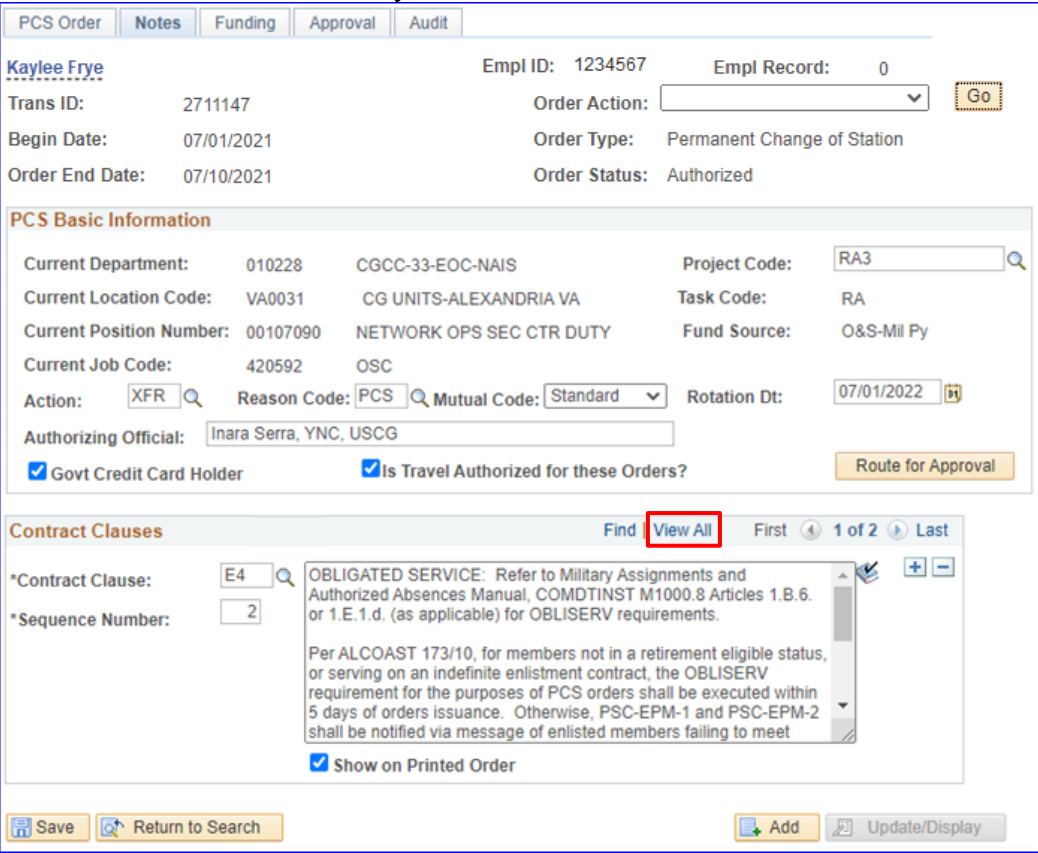
1-2 of 2

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 displays the 'Notes' tab of the PCS Orders system. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Notes' tab is active. Below the tabs, the employee's name 'Kaylee Frye' is shown, along with 'Empl ID: 1234567' and 'Empl Record: 0'. There are fields for 'Trans ID: 2711147', 'Begin Date: 07/01/2021', and 'Order End Date: 07/10/2021'. The 'Order Action' is set to 'Permanent Change of Station' and the 'Order Status' is 'Authorized'. A 'Go' button is next to the 'Order Action' field.</p> <p>The 'PCS Basic Information' section contains the following details:</p> <ul style="list-style-type: none"> 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 Rotation Dt: 07/01/2022 Authorizing Official: Inara Serra, YNC, USCG <input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval button <p>The 'Contract Clauses' section is at the bottom. It has a 'Find' button and a 'View All' button (circled in red). Below these are fields for '*Contract Clause:' (E4) and '*Sequence Number:' (2). The main area displays the text of the selected clause: '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. 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'. There is a 'Show on Printed Order' checkbox which is checked.</p> <p>At the bottom of the interface are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.</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', which has a table with 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><u>Kaylee Frye</u> 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 <input type="button" value="Search"/> 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 <input type="button" value="Search"/> 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="button" value="Search"/></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>

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PCS Orders, Continued

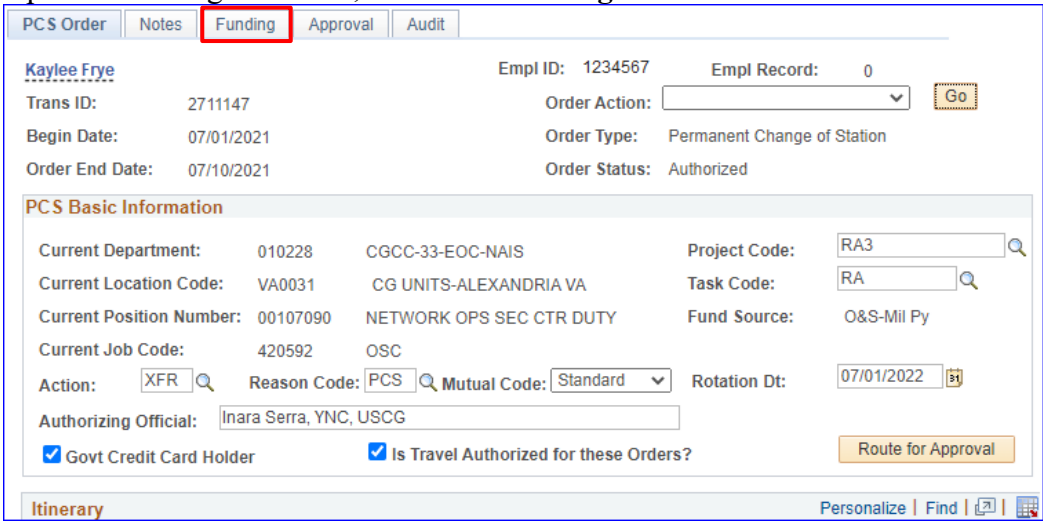
Procedures, continued

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 'Current Department: 010228', 'Current Location Code: VA0031', 'Current Position Number: 00107090', and 'Current Job Code: 420592'. The 'Action' is 'XFR', 'Reason Code' is 'PCS', and 'Mutual Code' is 'Standard'. The 'Rotation Dt' is 07/01/2022. The 'Authorizing Official' is '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 visible. The 'Contract Clauses' section is expanded, showing three entries. Each entry has a 'Contract Clause' field, a 'Sequence Number' field, and a 'Show on Printed Order' checkbox. The first entry has Contract Clause 'E4' and Sequence Number '2'. The second entry has Contract Clause 'F2' and Sequence Number '1'. The third entry has Contract Clause 'PCS' and Sequence Number '3'. All 'Show on Printed Order' checkboxes are checked. The interface also shows a 'Find View 1' section with 'First', '1-3 of 3', and 'Last' buttons. At the bottom, there are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.</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 'Funding' tab selected in the PCS Order system. The order is for Kaylee Frye (Empl ID: 1234567, Empl Record: 0). The order type is 'Permanent Change of Station' and the status is 'Authorized'. The PCS Basic Information section includes 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 Authorizing Official is 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 present.</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>Funding Items Table:</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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6 New	70Z0PCS210001193	UCGIOH0MP152850CMD212203221REASSIGN	Temporary Lodging Allowance	\$0.00	New	New																																																																	
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9	70Z0PCS220038336	UCGIOH0MPC34269OPSXX12203022REASSIGN	DLA Dislocation Allowance	\$2,500.00	New	New																																																																	

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PCS Orders, Continued

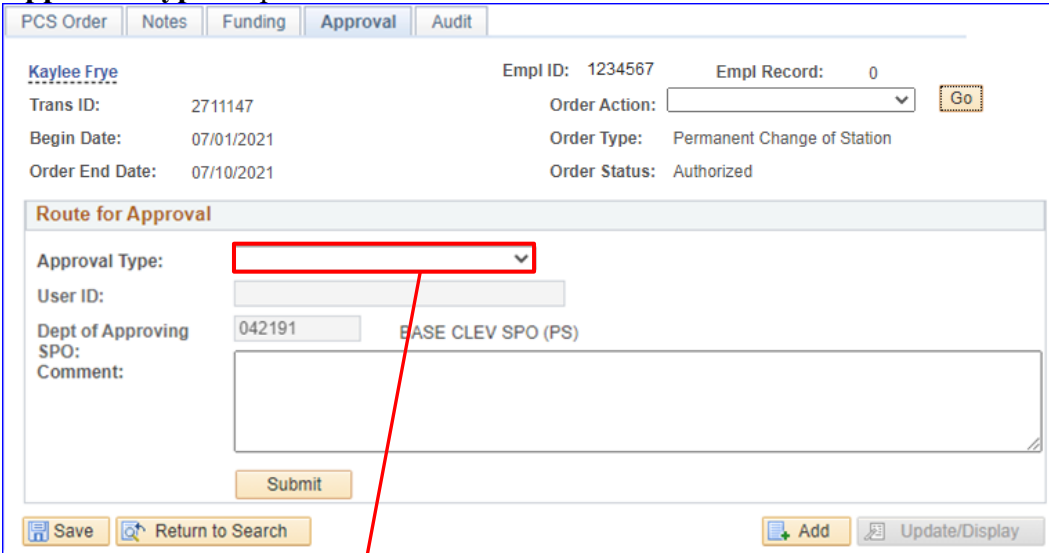
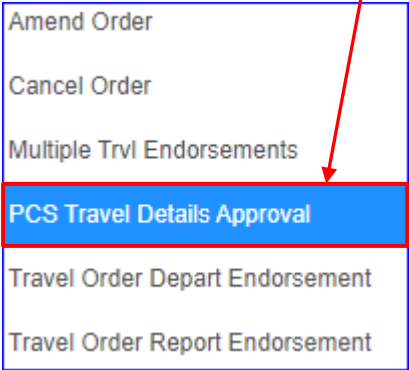
Procedures, continued

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

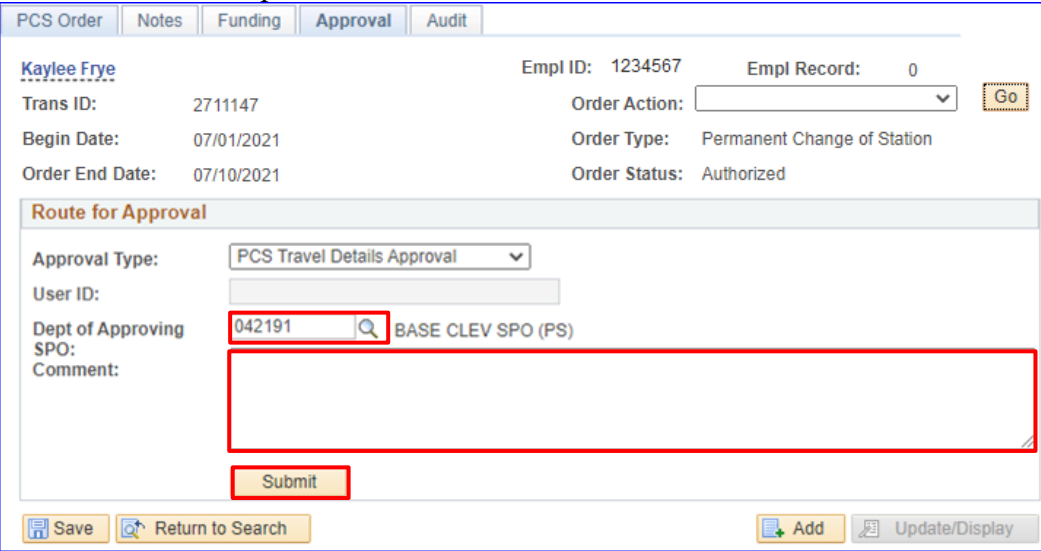
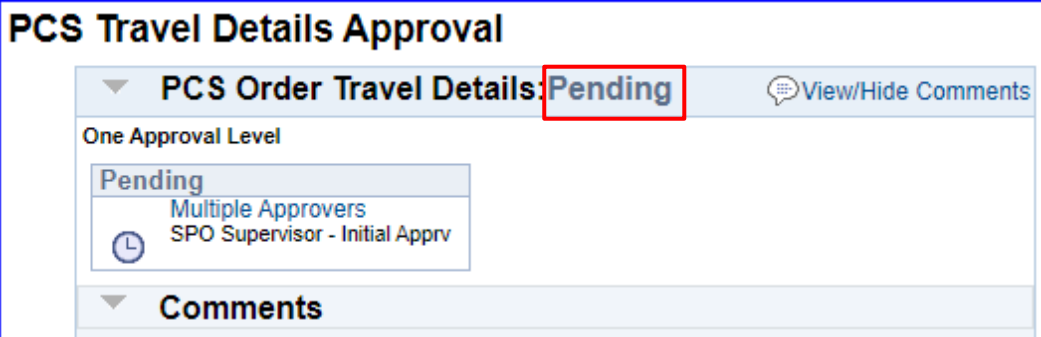
Procedures, continued

Step	Action
20	<p data-bbox="316 443 1310 517">The Approval tab will display. Select PCS Travel Details Approval from the Approval Type drop-down.</p> <div data-bbox="316 510 1370 1061">  <p>The screenshot shows the 'Approval' tab for a PCS Order. Fields include: Kaylee Frye, Empl ID: 1234567, Empl Record: 0, Trans ID: 2711147, Order Action: (dropdown), Order Type: Permanent Change of Station, Order Status: Authorized, Begin Date: 07/01/2021, Order End Date: 07/10/2021. The 'Route for Approval' section has 'Approval Type' (dropdown), 'User ID' (text), 'Dept of Approving SPO: 042191 BASE CLEV SPO (PS)', and a 'Comment' text area. Buttons at the bottom include Save, Return to Search, Add, and Update/Display.</p> </div> <div data-bbox="316 1099 726 1467">  <ul style="list-style-type: none"> Amend Order Cancel Order Multiple Trvl Endorsements PCS Travel Details Approval Travel Order Depart Endorsement Travel Order Report Endorsement </div>

Continued on next page

PCS Orders, Continued

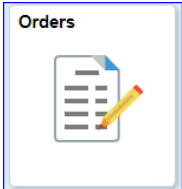
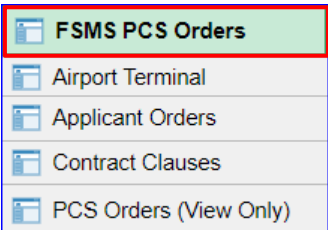
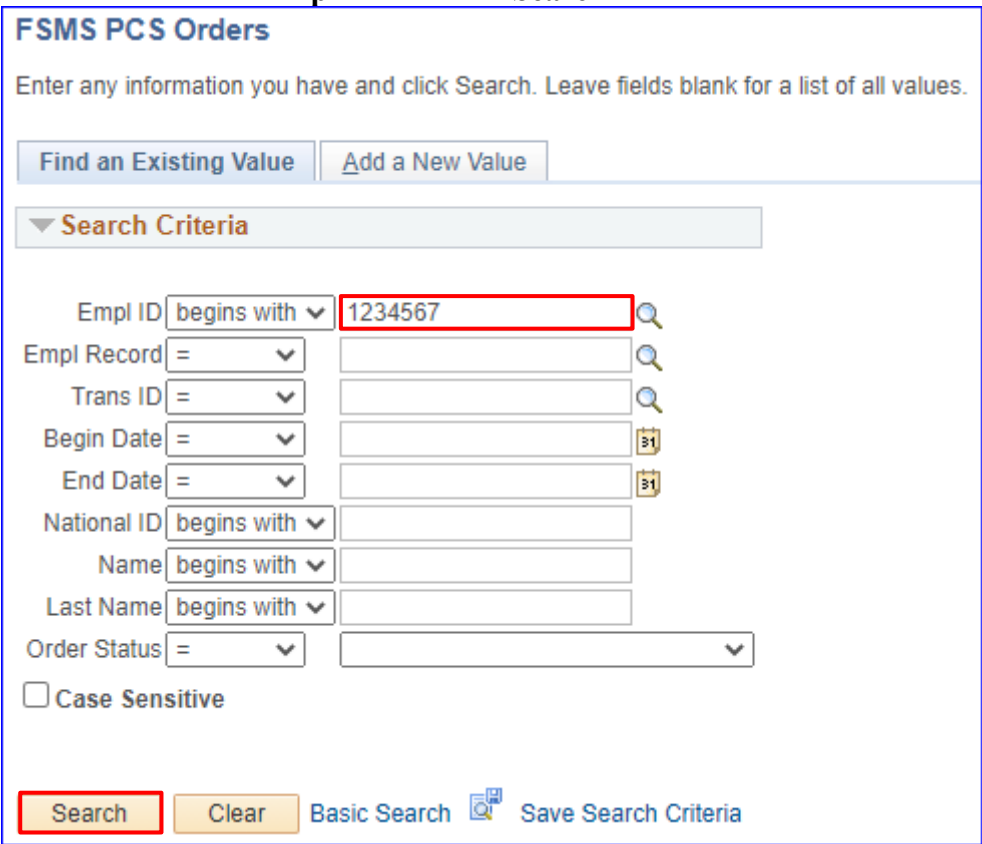
Procedures,
continued

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 Direct Access (DA).

Procedures See below.

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

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

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 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

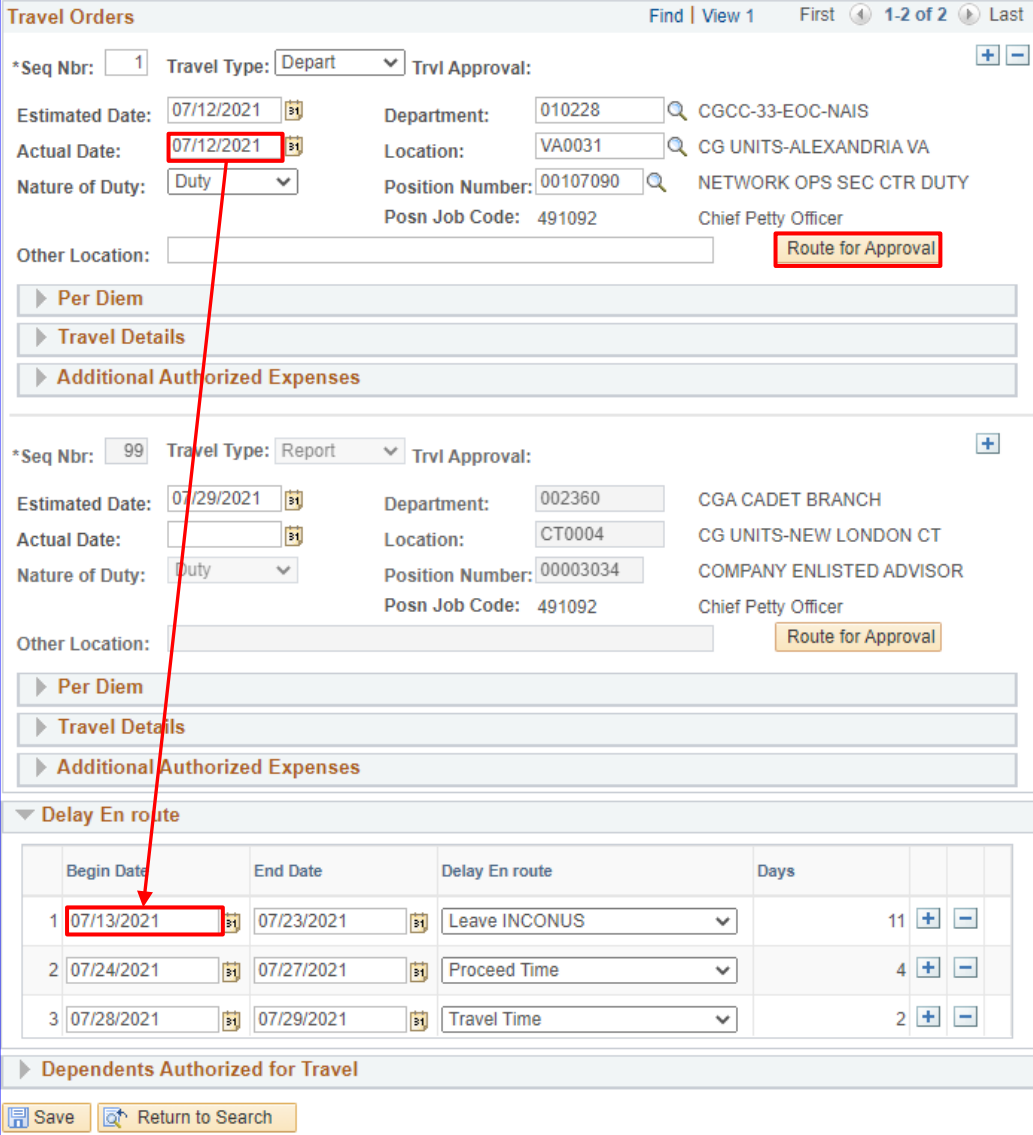
Actual Date:

Location: VA0031 CG UNITS-ALEXANDRIA VA

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Departing Endorsement, Continued

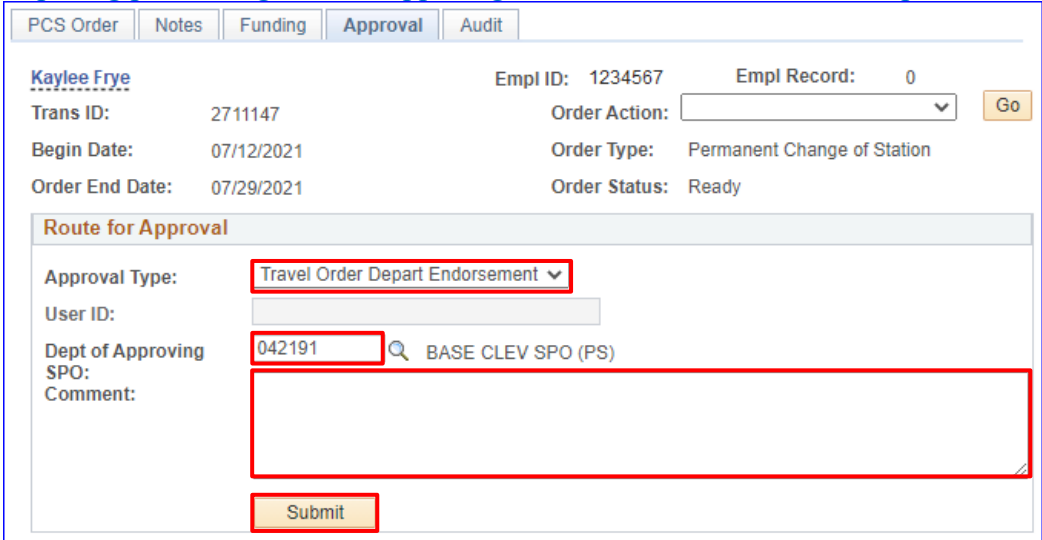
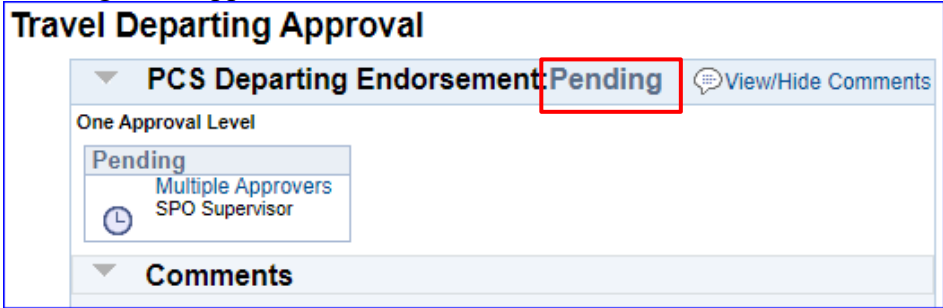
Procedures,
continued

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>  <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: 07/12/2021 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> <hr/> <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><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>		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	+	-																							

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Departing Endorsement, Continued

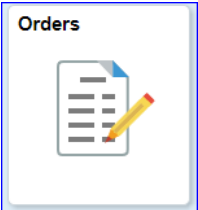
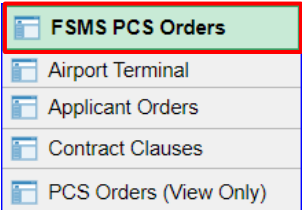
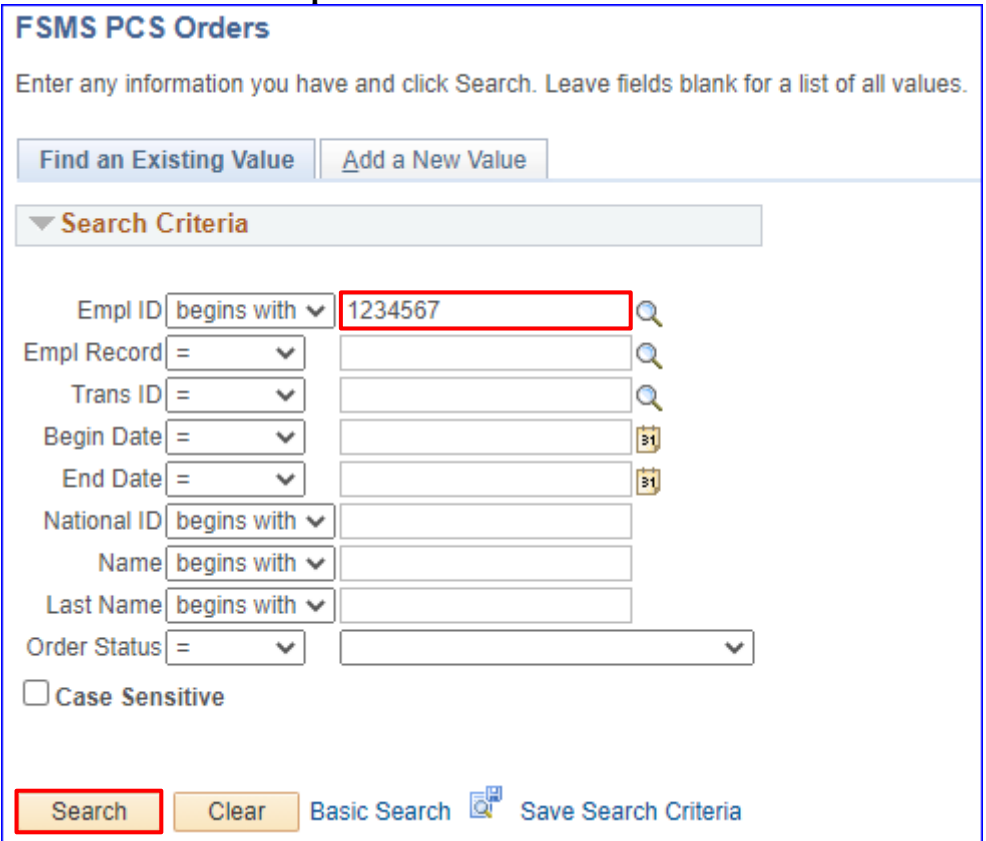
Procedures, continued

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: https://cg.portal.uscg.mil/units/ppc/Pages/SPO%20Contact%20List.aspx</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 Direct Access (DA).

Procedures See below.

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

Continued on next page

Reporting Endorsement, Continued

Procedures, continued

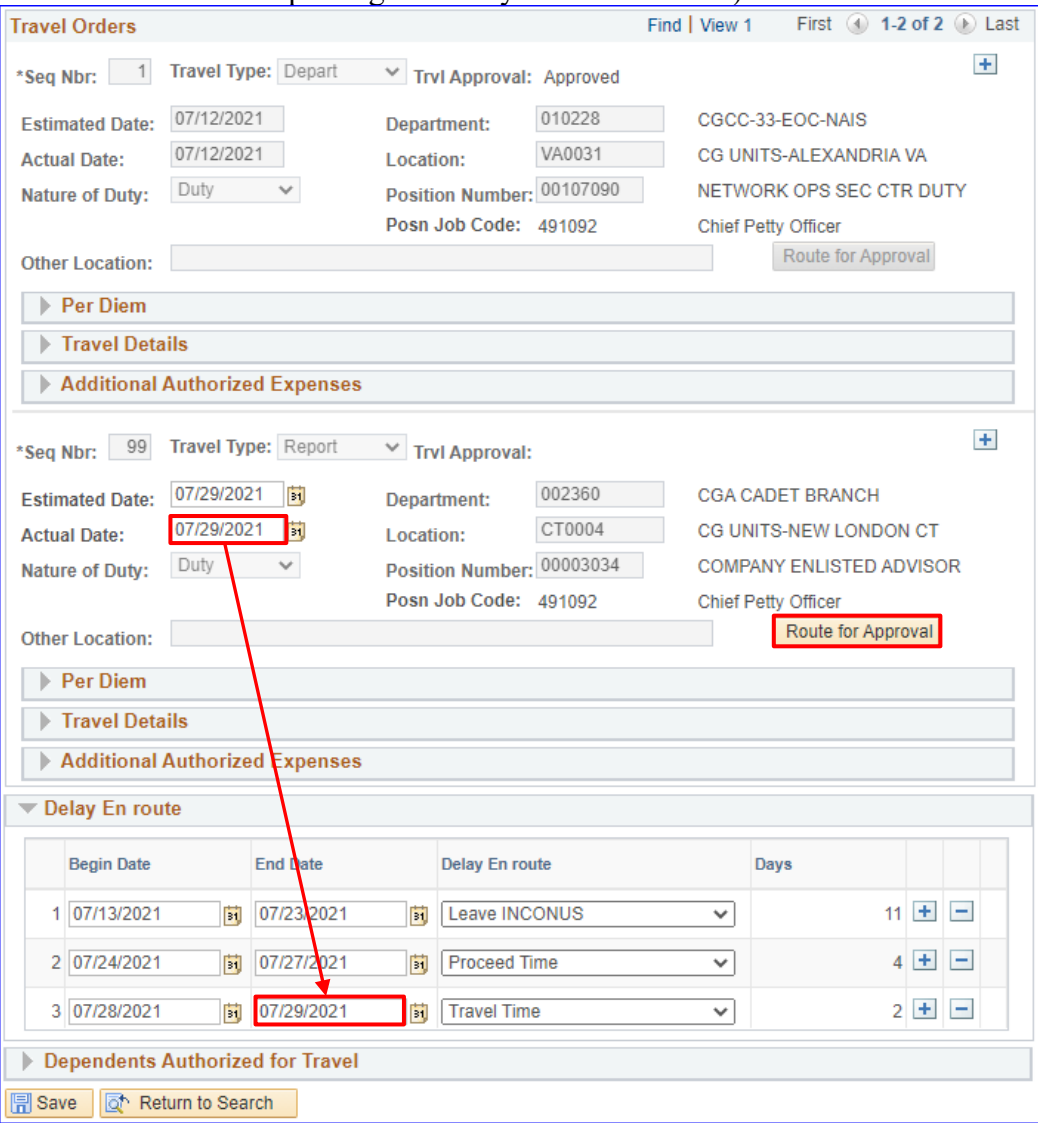
Step	Action																																												
3	<p>If the member has only a single PCS Order, it will automatically open.</p> <p>If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate Order Status (see NOTE).</p> <p>NOTE: The Order Status may reflect Awaiting \$ instead of En route, the Reporting Endorsement may still be processed.</p> <div> <p>Search Results</p> <p>View All</p> <table> <tr> <th>Empl ID</th><th>Empl Record</th><th>Trans ID</th><th>Name</th><th>Salary Grade</th><th>Employee Classification</th><th>Order Status</th><th>Begin Date</th><th>End Date</th><th>Actual Depart Date</th><th>Authority</th></tr> <tr> <td>1234567</td><td>0</td><td>2683561</td><td>Kaylee Frye</td><td>E7</td><td>AD</td><td>En route</td><td>03/12/2021</td><td>03/23/2021</td><td>(blank)</td><td>12323</td></tr> <tr> <td>1234567</td><td>0</td><td>2576542</td><td>Kaylee Frye</td><td>E7</td><td>AD</td><td>Finished</td><td>07/01/2020</td><td>07/01/2020</td><td>(blank)</td><td>12323</td></tr> <tr> <td>1234567</td><td>0</td><td>2326205</td><td>Kaylee Frye</td><td>E7</td><td>AD</td><td>Finished</td><td>07/04/2016</td><td>07/22/2016</td><td>(blank)</td><td>12323</td></tr> </table> <p>Find an Existing Value Add a New Value</p> </div>	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
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4	<p>The PCS Order will display. Scroll down to the Travel Orders section and click View All.</p> <div> <div> <div>PCS Order</div> <div>Notes</div> <div>Funding</div> <div>Approval</div> <div>Audit</div> </div> <div> <div>Kaylee Frye</div> <div>Empl ID: 1234567 Empl Record: 0</div> <div>Trans ID: 2711147 Order Action: <div>▼</div> <div>Go</div></div> <div>Begin Date: 07/12/2021 Order Type: Permanent Change of Station</div> <div>Order End Date: 07/29/2021 Order Status: En route</div> </div> <div> <div>PCS Basic Information</div> <div> <div>Current Department: 010228 CGCC-33-EOC-NAIS Project Code: RA3</div> <div>Current Location Code: VA0031 CG UNITS-ALEXANDRIA VA Task Code: RA</div> <div>Current Position Number: 00107090 NETWORK OPS SEC CTR DUTY Fund Source: O&S-Mil Py</div> <div>Current Job Code: 420592 OSC</div> <div>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2022</div> <div>Authorizing Official: Inara Serra, YNC, USCG</div> <div> <input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? <div>Route for Approval</div> </div> </div> </div> <div> <div>Itinerary</div> <div> <div>Personalize</div> <div>Find</div> <div>First</div> <div>1-5 of 5</div> <div>Last</div> </div> <table> <tr> <th>Sequence Number</th><th>Travel Type Code</th><th>Travel Approval</th><th>Estimated Date</th><th>Actual Date</th><th>Nature of Duty</th><th>Deptid Description</th><th>Position Description</th><th>Location Description</th></tr> <tr> <td></td><td></td><td></td><td>07/24/2021</td><td></td><td>Proceed Time</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td>07/28/2021</td><td></td><td>Travel Time</td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td>07/13/2021</td><td></td><td>Leave INCONUS</td><td></td><td></td><td></td></tr> <tr> <td>1</td><td>Depart</td><td>Approved</td><td>07/12/2021</td><td>07/12/2021</td><td>Duty</td><td>CGCC-33-EOC-NAIS</td><td>NETWORK OPS SEC CTR DUTY</td><td>CG UNITS-ALEXANDRIA VA</td></tr> <tr> <td>99</td><td>Report</td><td></td><td>07/29/2021</td><td></td><td>Duty</td><td>CGA CADET BRANCH</td><td>COMPANY ENLISTED ADVISOR</td><td>CG UNITS-NEW LONDON CT</td></tr> </table> <div> <div>Travel Orders</div> <div>View All</div> <div>First</div> <div>1 of 2</div> <div>Last</div> </div> <div> <div>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</div> <div> <div>Estimated Date: 07/12/2021 Department: 010228 CGCC-33-EOC-NAIS</div> <div>Actual Date: 07/12/2021 Location: VA0031 CG UNITS-ALEXANDRIA VA</div> <div>Nature of Duty: Duty Position Number: 00107090 NETWORK OPS SEC CTR DUTY</div> </div> </div> </div> </div>	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
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Reporting Endorsement, Continued

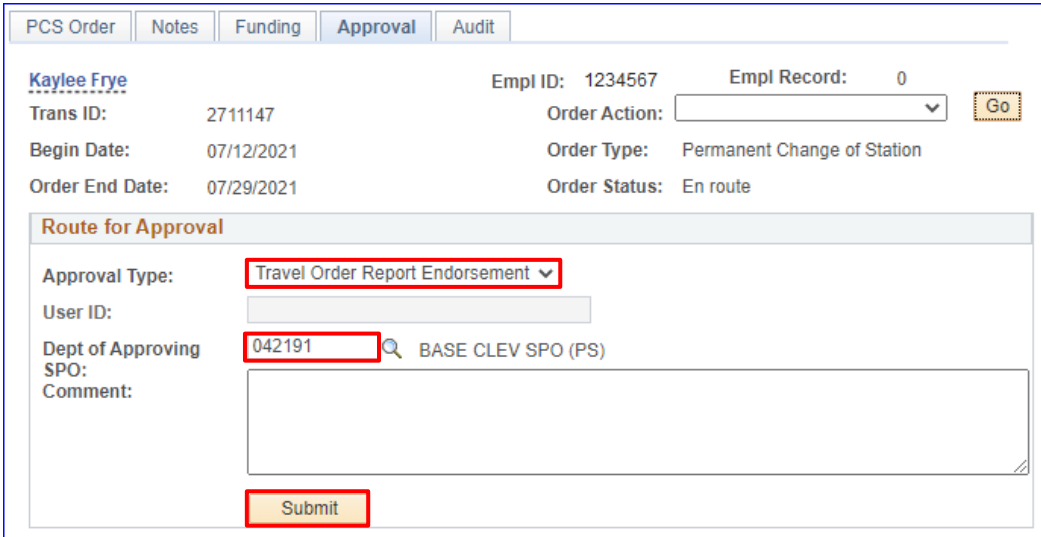

Procedures, continued

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>Travel Orders Find View 1 First 1-2 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>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 Posn Job Code: 491092 Chief Petty Officer</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>► Per Diem</p> <p>► Travel Details</p> <p>► 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: 07/29/2021 Location: CT0004 CG UNITS-NEW LONDON CT Nature of Duty: Duty Position Number: 00003034 COMPANY ENLISTED ADVISOR Posn Job Code: 491092 Chief Petty Officer</p> <p>Other Location: <input type="text"/> <input type="button" value="Route for Approval"/></p> <p>► Per Diem</p> <p>► Travel Details</p> <p>► 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> </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> <p>► Dependents Authorized for Travel</p> <p><input type="button" value="Save"/> <input type="button" value="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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3	07/28/2021	07/29/2021	Travel Time	2																	

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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.