

PCS Orders – Amend & Cancel

Overview

Introduction This guide provides the procedures for Amending a set of PCS Orders and for Cancelling a set of PCS Orders in Direct Access (DA).

Cancelling an Order If the PCS Order is in an Authorized or Ready status, only PSC Assignment Officers (AO) can cancel the Order and/or TONO. If the Orders are in an En Route or Finished status, the Servicing Personnel Office (SPO) must cancel the Order.

Before you begin It is good practice to check Job Data to verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending the PCS Order.

Information

- If the PCS Order is NOT in a Finished status, changes can be made without being in Amend mode.
- When a PCS Order is amended and approved, it should update the original Transfer row in Job Data. If the Report date is being amended, the SPO must verify that the Job data row was updated with the new date. SPO's must also update the existing BAH row and any other Pay Entitlements with the new effective date as well. If leave was affected by the change, verify the member's leave balance was adjusted accordingly.

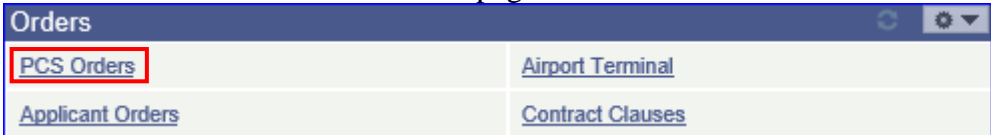
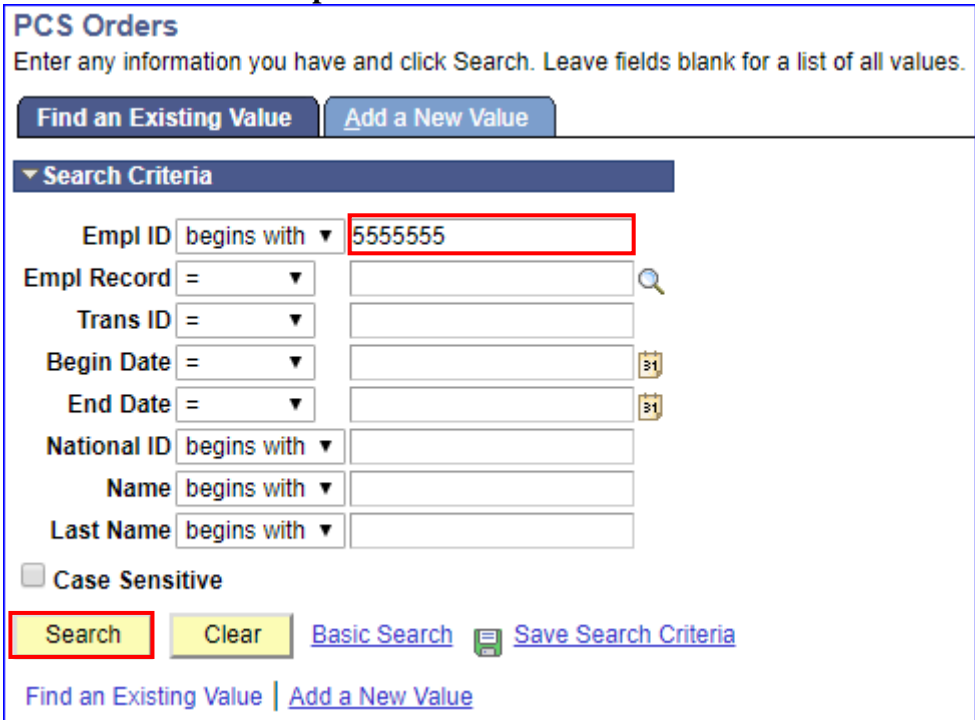
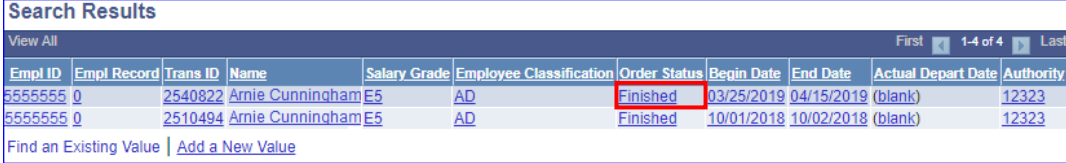
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Amending a PCS Order

Introduction This section provides the procedures for Amending a PCS Order in Direct Access (DA).

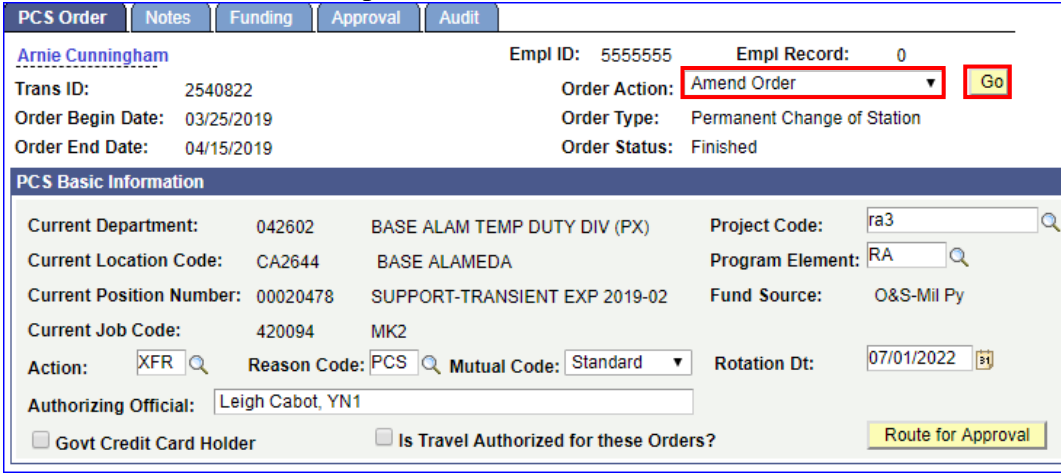
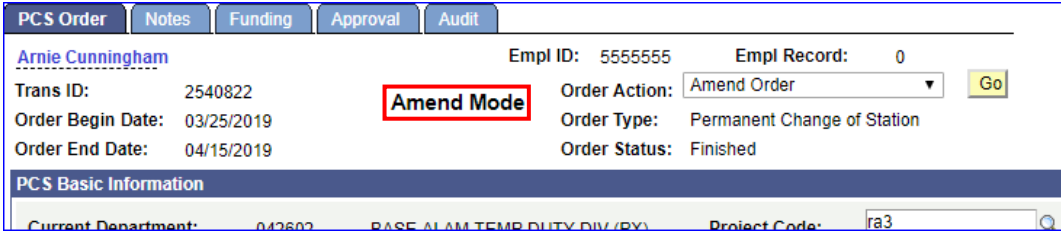
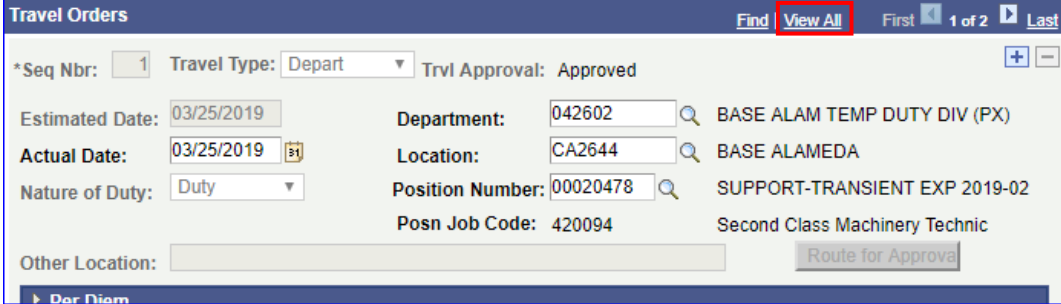
Procedures See below.

Step	Action																																	
1	<p>Select PCS Orders from the Orders pagelet.</p>  <p>The screenshot shows a window titled 'Orders' with a search bar and several options. 'PCS Orders' is highlighted with a red box. Other options include 'Airport Terminal', 'Applicant Orders', and 'Contract Clauses'.</p>																																	
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'PCS Orders' search interface. It includes a search bar with the text 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this are two buttons: 'Find an Existing Value' and 'Add a New Value'. A 'Search Criteria' section contains several fields: 'Empl ID' (set to 'begins with' and '555555'), 'Empl Record', 'Trans ID', 'Begin Date', 'End Date', 'National ID', 'Name', and 'Last Name'. A 'Search' button is highlighted with a red box. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.</p>																																	
3	<p>Select the appropriate Order Status.</p>  <p>The screenshot shows the 'Search Results' table. It has columns for 'Empl ID', 'Empl Record', 'Trans ID', 'Name', 'Salary Grade', 'Employee Classification', 'Order Status', 'Begin Date', 'End Date', 'Actual Depart Date', and 'Authority'. Two rows are visible, both with 'Finished' status. The 'Finished' status in the first row is highlighted with a red box.</p> <table border="1" data-bbox="316 1675 1385 1749"> <thead> <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> </thead> <tbody> <tr> <td>555555</td> <td>0</td> <td>2540822</td> <td>Arnie Cunningham</td> <td>E5</td> <td>AD</td> <td>Finished</td> <td>03/25/2019</td> <td>04/15/2019</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>555555</td> <td>0</td> <td>2510494</td> <td>Arnie Cunningham</td> <td>E5</td> <td>AD</td> <td>Finished</td> <td>10/01/2018</td> <td>10/02/2018</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	555555	0	2540822	Arnie Cunningham	E5	AD	Finished	03/25/2019	04/15/2019	(blank)	12323	555555	0	2510494	Arnie Cunningham	E5	AD	Finished	10/01/2018	10/02/2018	(blank)	12323
Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority																								
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Amending a PCS Order, Continued

Procedures,
continued

Step	Action
4	<p>From the Order Action drop-down, select Amend Order and click Go.</p>  <p>The screenshot shows the PCS Order system interface. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. Below these, the user's name 'Arnie Cunningham' is displayed. The 'Order Action' dropdown menu is open, showing 'Amend Order' as the selected option, which is highlighted with a red box. A 'Go' button is also highlighted with a red box. Other fields include 'Empl ID: 5555555', 'Empl Record: 0', 'Trans ID: 2540822', 'Order Begin Date: 03/25/2019', 'Order End Date: 04/15/2019', 'Order Type: Permanent Change of Station', and 'Order Status: Finished'. The 'PCS Basic Information' section shows details for the current department, location, position, and job code, along with a 'Route for Approval' button.</p>
5	<p>The Order will then be in Amend Mode and can be edited.</p>  <p>The screenshot shows the PCS Order system interface. The 'Order Action' dropdown menu is open, showing 'Amend Mode' as the selected option, which is highlighted with a red box. A 'Go' button is also highlighted with a red box. Other fields include 'Empl ID: 5555555', 'Empl Record: 0', 'Trans ID: 2540822', 'Order Begin Date: 03/25/2019', 'Order End Date: 04/15/2019', 'Order Type: Permanent Change of Station', and 'Order Status: Finished'. The 'PCS Basic Information' section shows details for the current department, location, position, and job code.</p>
6	<p>Scroll to the Travel Orders section and click View All.</p>  <p>The screenshot shows the 'Travel Orders' section of the PCS Order system. The 'View All' button is highlighted with a red box. Other fields include '*Seq Nbr: 1', 'Travel Type: Depart', 'Trvl Approval: Approved', 'Estimated Date: 03/25/2019', 'Actual Date: 03/25/2019', 'Nature of Duty: Duty', 'Department: 042602', 'Location: CA2644', 'Position Number: 00020478', and 'Posn Job Code: 420094'. A 'Route for Approval' button is also visible.</p>

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Amending a PCS Order, Continued

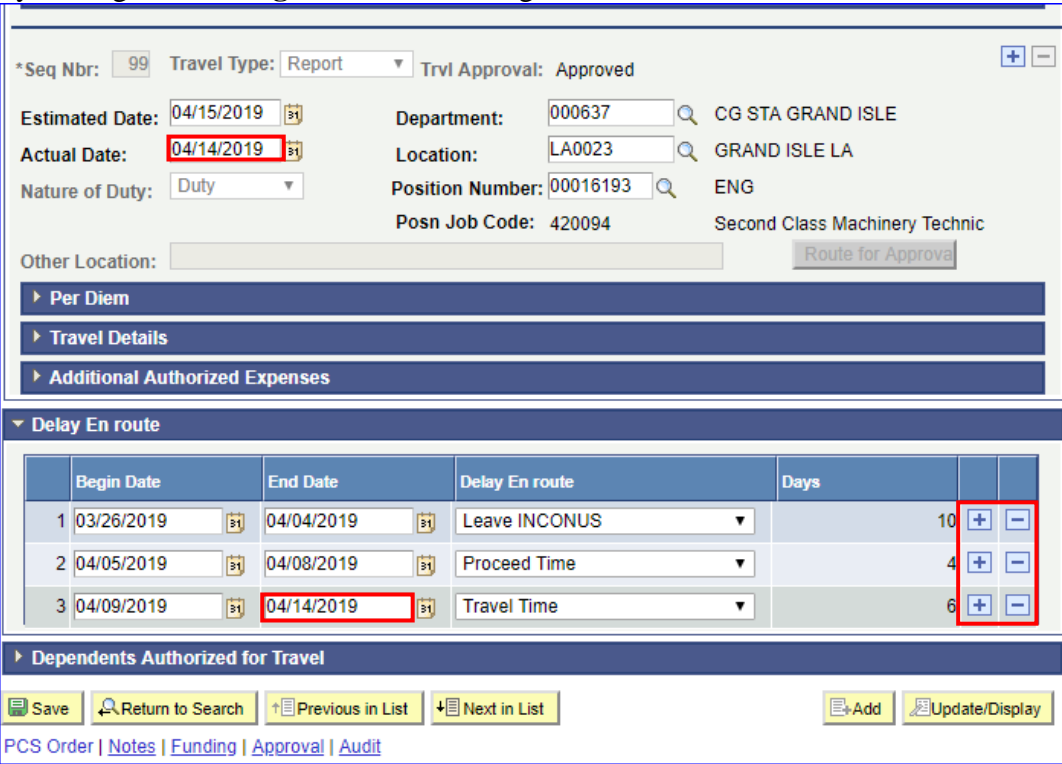
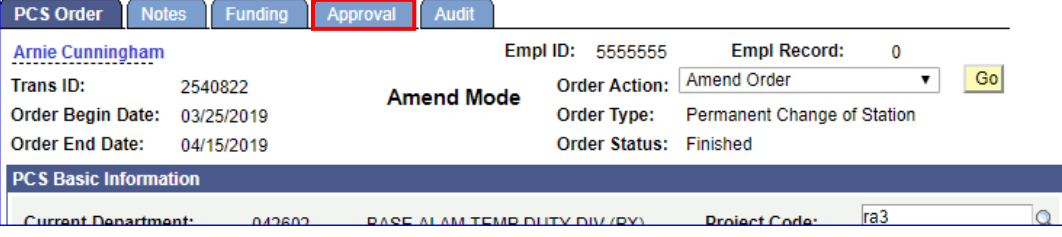
Procedures,
continued

Step	Action
7	<p>Both the Actual Depart and Report Dates can be changed. In this scenario, the Actual Report Date will be changed (the member arrived early).</p> <div data-bbox="316 562 1385 1256" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders Find View 1 First 1-2 of 2 Last</p> <hr/> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 03/25/2019 Department: 042602 BASE ALAM TEMP DUTY DIV (PX)</p> <p>Actual Date: 03/25/2019 Location: CA2644 BASE ALAMEDA</p> <p>Nature of Duty: Duty Position Number: 00020478 SUPPORT-TRANSIENT EXP 2019-02</p> <p>Posn Job Code: 420094 Second Class Machinery Technic</p> <p>Other Location: <input type="text"/> 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: Approved</p> <p>Estimated Date: 04/15/2019 Department: 000637 CG STA GRAND ISLE</p> <p>Actual Date: 04/15/2019 Location: LA0023 GRAND ISLE LA</p> <p>Nature of Duty: Duty Position Number: 00046193 ENG</p> <p>Posn Job Code: 420094 Second Class Machinery Technic</p> <p>Other Location: <input type="text"/> Route for Approval</p> <p>▶ Per Diem</p> </div> <p>NOTE: Do not change any of the other fields (Department, Location, and Position Number). Leave at default data. If an error is detected, contact the AO.</p>

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Amending a PCS Order, Continued

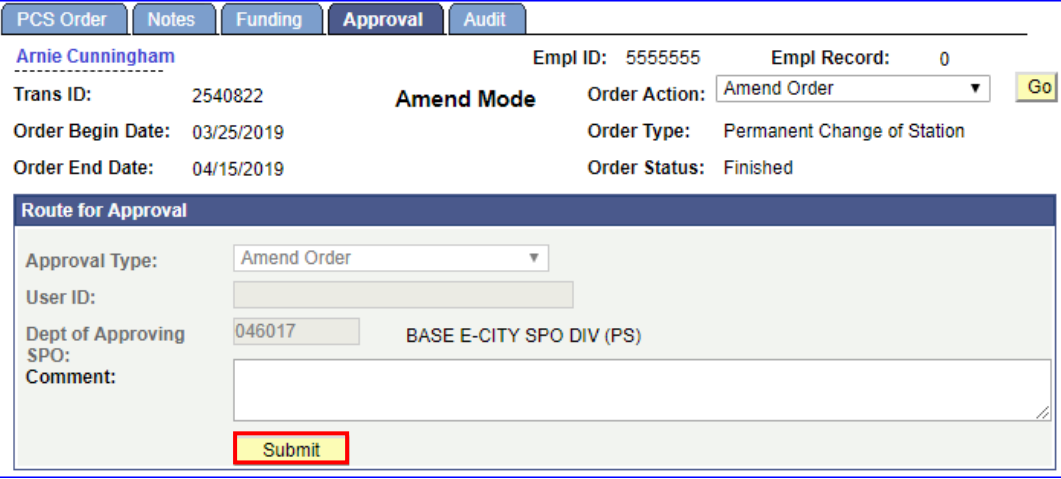
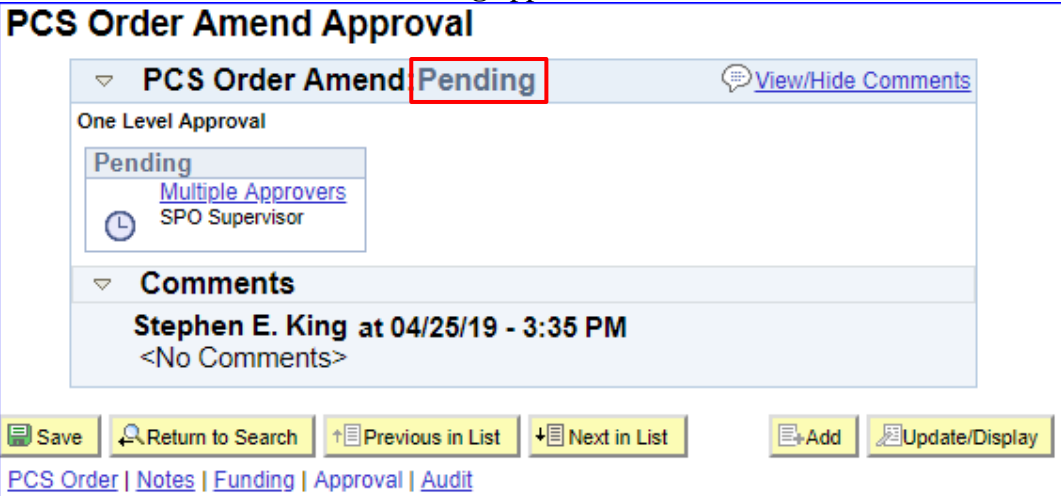
Procedures,
continued

Step	Action																												
<p>8</p>	<p>Enter in the new date in the Actual Date field. Update the Delay En route section by editing the existing dates and/or using the Plus and Minus buttons.</p>  <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 04/15/2019 Department: 000637 CG STA GRAND ISLE Actual Date: 04/14/2019 Location: LA0023 GRAND ISLE LA Nature of Duty: Duty Position Number: 00016193 ENG Posn Job Code: 420094 Second Class Machinery Technic</p> <p>Other Location: <input type="text"/> <input type="button" value="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>03/26/2019</td> <td>04/04/2019</td> <td>Leave INCONUS</td> <td>10</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>04/05/2019</td> <td>04/08/2019</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>04/09/2019</td> <td>04/14/2019</td> <td>Travel Time</td> <td>6</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> <p>PCS Order Notes Funding Approval Audit</p>		Begin Date	End Date	Delay En route	Days			1	03/26/2019	04/04/2019	Leave INCONUS	10	+	-	2	04/05/2019	04/08/2019	Proceed Time	4	+	-	3	04/09/2019	04/14/2019	Travel Time	6	+	-
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<p>9</p>	<p>Select the Approval tab.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Armie Cunningham Empl ID: 5555555 Empl Record: 0 Trans ID: 2540822 Amend Mode Order Action: Amend Order <input type="button" value="Go"/> Order Begin Date: 03/25/2019 Order Type: Permanent Change of Station Order End Date: 04/15/2019 Order Status: Finished</p> <p>PCS Basic Information</p> <p>Current Department: 042602 BASE ALAM TEMP DUTY DIV (PY) Project Code: ra3</p>																												

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Amending a PCS Order, Continued

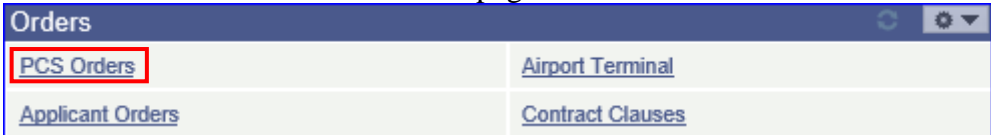

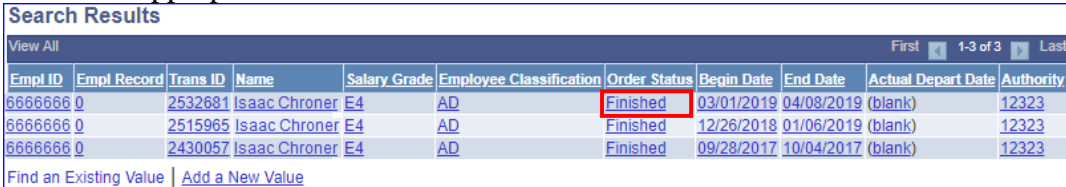
Procedures,
continued

Step	Action
10	<p>The Approval tab will display. Click Submit.</p> 
11	<p>Once submitted, the Order is Pending approval.</p> 

Cancelling a PCS Order

Introduction This section provides the procedures for Cancelling a PCS Order in Direct Access (DA).

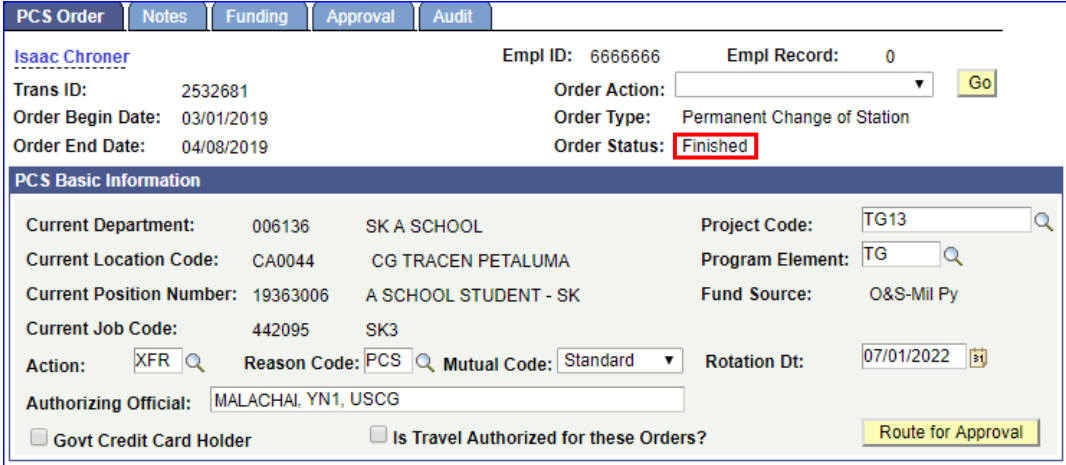
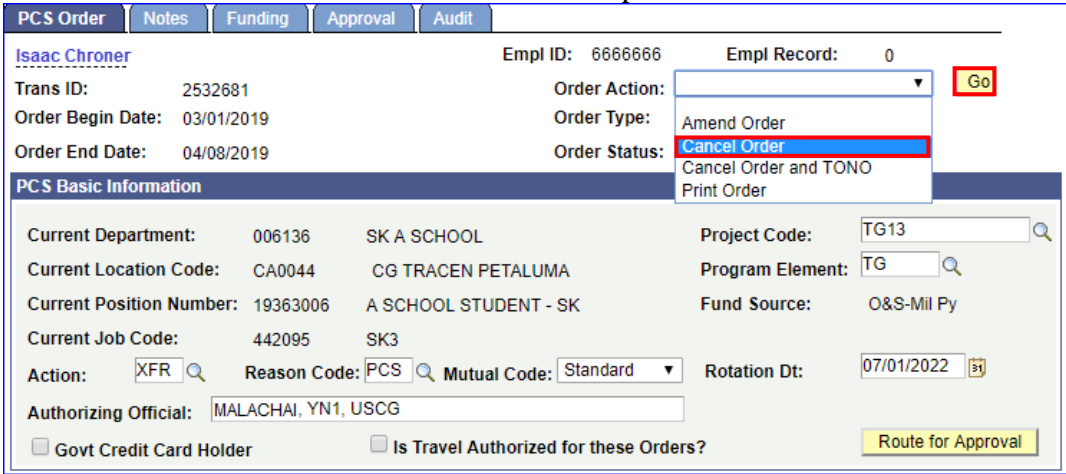
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Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority																																			
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Cancelling a PCS Order, Continued

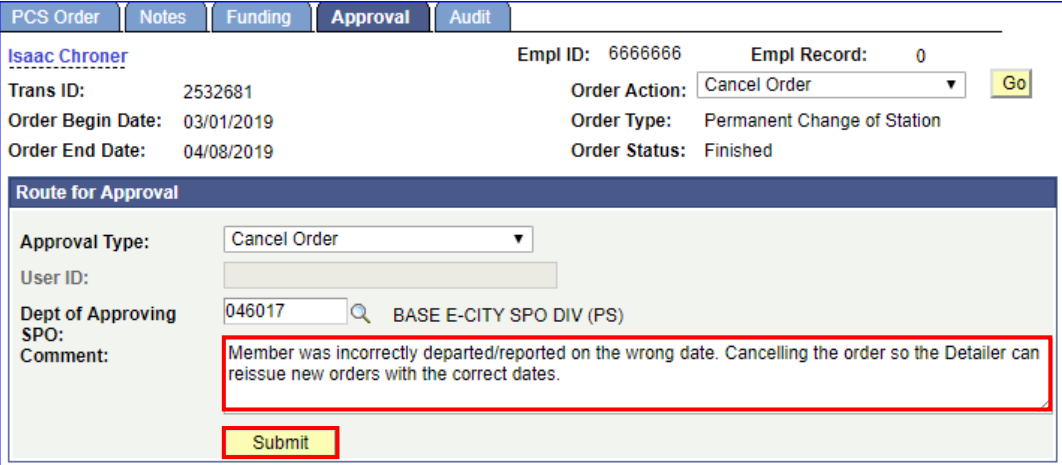
Procedures,
continued

Step	Action
4	<p>The PCS Orders will display. Notice these are in a Finished Order Status. The SPO must cancel them so the AO can reissue new PCS Orders.</p>  <p>The screenshot shows the PCS Order details for Isaac Chroner. The Order Status is 'Finished'. The Order Action dropdown is set to 'Go'. The Order Type is 'Permanent Change of Station'. The Order Status is 'Finished'.</p>
5	<p>Select Cancel Order from the Order Action drop-down and click Go.</p>  <p>The screenshot shows the PCS Order details for Isaac Chroner. The Order Action dropdown is open, showing 'Cancel Order' selected. The Order Type is 'Amend Order'. The Order Status is 'Cancel Order and TONO'. The Order Status is 'Cancel Order and TONO'.</p>

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Cancelling a PCS Order, Continued

Procedures,
continued

Step	Action
<p>6</p>	<p>The Approval tab will display. In Comment, enter specific information for why the orders are being cancelled and click Submit.</p> 
<p>7</p>	<p>Once submitted, the Order is Pending approval.</p> 