

PCS Orders – Amend & Cancel

Overview

Introduction This guide provides the procedures for amending or cancelling a set of PCS Orders in Direct Access (DA).

Before You Begin It is good practice to review Job Data to verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending a PCS Order.

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Amending a PCS Order If the PCS Order Travel SEQ is not approved, you can make changes to that SEQ without being in Amend Mode.

- SEQ 99 Only allows the Estimated and Actual Dates to be updated.
- Other SEQs allow updates on all fields.

The system allows SEQs to be added at any time, even in a Finished status.

If a PCS Order SEQ has been approved, no changes can be made to that SEQ outside of Amend Mode.

When a PCS Order is amended and approved, it should update the original Transfer row in Job Data if no newer Job Data rows are present. **If the Report date is being amended, the Job Data Transfer row must be verified that it was updated with the new date. The member's existing BAH row must also be updated along with 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.

Continued on next page

Overview, Continued

Cancelling a PCS Order If the PCS Order is in an Awaiting \$, Authorized, Ready, En route, or Finished status, a P&A tech with the CGHRS role should be able to cancel the Order.

Cancelling a PCS Order Workaround The Workaround should only be used as a failsafe, if the PCS Order Cancelling guidance does not work. (This is a workaround until programming is corrected.)

Cancel Order vs. Cancel Order and Funding **Cancel Order** – Select Cancel Order if funds have been obligated to prevent cancelling the Document Number. For example, if the member made flight arrangements prior to the Order being cancelled, the Document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled.

Cancel Order and Funding – Select Cancel Order and Funding if NO funds have been obligated against the Document Number (i.e., booking fees, advances, etc.). This option cancels all Document Numbers/POET details associated with the Order.

Changing the Funding/POET If any of the funding lines/Cost Totals on DA orders are greater than \$0.00, and the funds for that funding line/Cost Total 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, **the Order/Funding WILL error out.**

Amending a PCS Order

Introduction

This section provides the procedures for amending a PCS Order in DA.

Before You Begin

NOTE: After a Travel SEQ has been approved on a PCS order, even in Amend Mode, the system will NOT allow you to change the SEQ Number, Travel Type, Estimated Date, nor Nature of Duty, and the SEQ cannot be deleted (See examples below). It is important to verify those fields are correct before approving those SEQ Numbers.

Authorized, NOT in Amend Mode

Travel Orders Find View 1 First 1-2 of 2 Last

*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -

Estimated Date: 07/01/2022 Department: 010064 PSC RPM
 Actual Date: Location: DC0354
 Nature of Duty: Duty Position Number: 00004915 RPM DIV CHF-FTS
 Posn Job Code: 000093 Captain
 Other Location: Route for Approval

*Seq Nbr: 99 Travel Type: Report Trvl Approval: +

Estimated Date: 07/01/2022 Department: 010064 PSC RPM
 Actual Date: Location: DC0019 DOUGLAS MUNRO BUILDING
 Nature of Duty: Duty Position Number: 00004915 RPM DIV CHF-FTS
 Posn Job Code: 000093 Captain
 Other Location: Route for Approval

En Route, SEQ 1 Approved, NOT in Amend Mode

Travel Orders Find View 1 First 1-2 of 2 Last

*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved +

Estimated Date: 09/30/2022 Department: 007812 COMMANDANT (CG-21)
 Actual Date: 09/30/2022 Location: DC0019 DOUGLAS MUNRO BUILDING
 Nature of Duty: Duty Position Number: 00043601 INTEL STAFF
 Posn Job Code: 000093 Captain
 Other Location: Route for Approval

*Seq Nbr: 99 Travel Type: Report Trvl Approval: +

Estimated Date: 10/01/2022 Department: 038212 LANTAREA (LANT-35)
 Actual Date: Location: VA0035 CG UNITS-PORTSMOUTH VA
 Nature of Duty: Duty Position Number: 00044489 RESERVE FUTURE OPS BR CHIEF
 Posn Job Code: 000093 Captain
 Other Location: Route for Approval

Delay En route

	Begin Date	End Date	Delay En route	Days	
1	10/01/2022	10/01/2022	Actual Day of Report	1	+ -

Continued on next page

Amending a PCS Order, Continued

Before You Begin,
continued

En Route, SEQ 1 Approved, Amend Mode

NOTE: SEQ 1 nor SEQ 99 can be removed.

Travel Orders Find | View 1 First 1-2 of 2 Last

*Seq Nbr: Travel Type: Trvl Approval: +

Estimated Date: Department: COMMANDANT (CG-21)

Actual Date: Location: DOUGLAS MUNRO BUILDING

Nature of Duty: Position Number: INTEL STAFF

Posn Job Code: 000093 Captain

Other Location: Route for Approval

*Seq Nbr: Travel Type: Trvl Approval: +

Estimated Date: Department: LANTAREA (LANT-35)

Actual Date: Location: CG UNITS-PORTSMOUTH VA

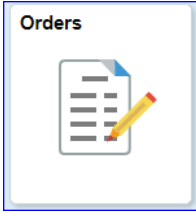
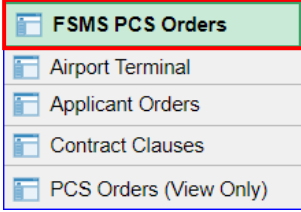
Nature of Duty: Position Number: RESERVE FUTURE OPS BR CHIEF

Posn Job Code: 000093 Captain

Other Location: Route for Approval

Procedures

See below.

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

Continued on next page

Amending a PCS Order, Continued

Procedures,
continued

Step	Action
2	<p data-bbox="324 443 933 474">Enter the member's Empl ID and click Search.</p> <div data-bbox="324 474 1300 1306" style="border: 1px solid blue; padding: 10px;"> <p data-bbox="337 485 594 516">FSMS PCS Orders</p> <p data-bbox="337 541 1287 569">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div data-bbox="342 606 867 646"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </div> <div data-bbox="342 674 1081 714"> <p>▼ Search Criteria</p> </div> <p data-bbox="342 762 984 800">Empl ID <input type="text" value="begins with"/> <input style="border: 2px solid red;" type="text" value="1234567"/> <input type="button" value="🔍"/></p> <p data-bbox="342 806 984 844">Empl Record = <input type="text"/> <input type="button" value="🔍"/></p> <p data-bbox="342 850 984 888">Trans ID = <input type="text"/> <input type="button" value="🔍"/></p> <p data-bbox="342 894 984 932">Begin Date = <input type="text"/> <input type="button" value="📅"/></p> <p data-bbox="342 938 984 976">End Date = <input type="text"/> <input type="button" value="📅"/></p> <p data-bbox="342 982 954 1020">National ID <input type="text" value="begins with"/></p> <p data-bbox="342 1026 954 1064">Name <input type="text" value="begins with"/></p> <p data-bbox="342 1071 954 1108">Last Name <input type="text" value="begins with"/></p> <p data-bbox="342 1115 1073 1152">Order Status = <input type="text"/></p> <p data-bbox="342 1159 548 1176"><input type="checkbox"/> Case Sensitive</p> <div data-bbox="342 1255 1065 1295"> <input style="border: 2px solid red;" type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="📄"/> <input type="button" value="Save Search Criteria"/> </div> </div>

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Amending a PCS Order, Continued

Procedures,
continued

Step	Action																																												
<p>3</p>	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate PCS Order from the Search Results.</p> <div data-bbox="326 583 1373 810" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All First 1-3 of 3 Last</p> <table border="1"> <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>1234567</td> <td>0</td> <td>2683561</td> <td>Kaylee Frye</td> <td>E7</td> <td>AD</td> <td>Authorized</td> <td>07/01/2021</td> <td>07/01/2021</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> </tbody> </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	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
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1234567	0	2326205	Kaylee Frye	E7	AD	Finished	07/04/2016	07/22/2016	(blank)	12323																																			
<p>4</p>	<p>The PCS Order will display. Using the Order Action drop-down, select Amend Order. Click Go.</p> <div data-bbox="326 919 1393 1415" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p>Kaywinnett L. Frye Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2763213 Order Action: Amend Order Go</p> <p>Order Begin Date: 06/02/2022 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/09/2022 Order Status: Finished</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 5px;"> <p>PCS Basic Information</p> <p>Current Department: 000543 MSU PORT ARTHUR Project Code: RA3</p> <p>Current Location Code: TX0034 CG UNITS-PORT ARTHUR TX Task Code: RA</p> <p>Current Position Number: 00098457 MARINE INSP/PSCO-APPRENT ENG Fund Source: O&S-Mil Py</p> <p>Current Job Code: 203697 MSSE2</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2026</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? Route for Approval</p> </div> </div>																																												

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Amending a PCS Order, Continued

Procedures,
continued

Step	Action															
5	<p>The Order will now be in Amend Mode.</p> <div style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p>Kaywinnett L. Frye Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2763213 Amend Mode Order Action: Amend Order <input type="button" value="Go"/></p> <p>Order Begin Date: 06/02/2022 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/09/2022 Order Status: Finished</p> <p>PCS Basic Information</p> <p>Current Department: 000543 MSU PORT ARTHUR Project Code: RA3</p> <p>Current Location Code: TX0034 CG UNITS-PORT ARTHUR TX Task Code: RA</p> <p>Current Position Number: 00098457 MARINE INSP/PSCO-APPRENT ENG Fund Source: O&S-Mil Py</p> <p>Current Job Code: 203697 MSSE2</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2026</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> </div>															
6	<p>Scroll down to the Travel Orders section and click View All.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Travel Orders <input type="button" value="View All"/> First 1 of 2 Last</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Approved</p> <p>Estimated Date: 06/02/2022 Department: 000543 MSU PORT ARTHUR</p> <p>Actual Date: 06/02/2022 Location: TX0034 CG UNITS-PORT ARTHUR TX</p> <p>Nature of Duty: Duty Position Number: 00098457 MARINE INSP/PSCO-APPRENT ENG</p> <p>Posn Job Code: 491093</p> <p>Other Location: <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>06/03/2022</td> <td>06/04/2022</td> <td>Proceed Time</td> <td>2</td> </tr> <tr> <td>2</td> <td>06/05/2022</td> <td>06/09/2022</td> <td>Travel Time</td> <td>5</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"/></p> </div>		Begin Date	End Date	Delay En route	Days	1	06/03/2022	06/04/2022	Proceed Time	2	2	06/05/2022	06/09/2022	Travel Time	5
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1	06/03/2022	06/04/2022	Proceed Time	2												
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Amending a PCS Order, Continued

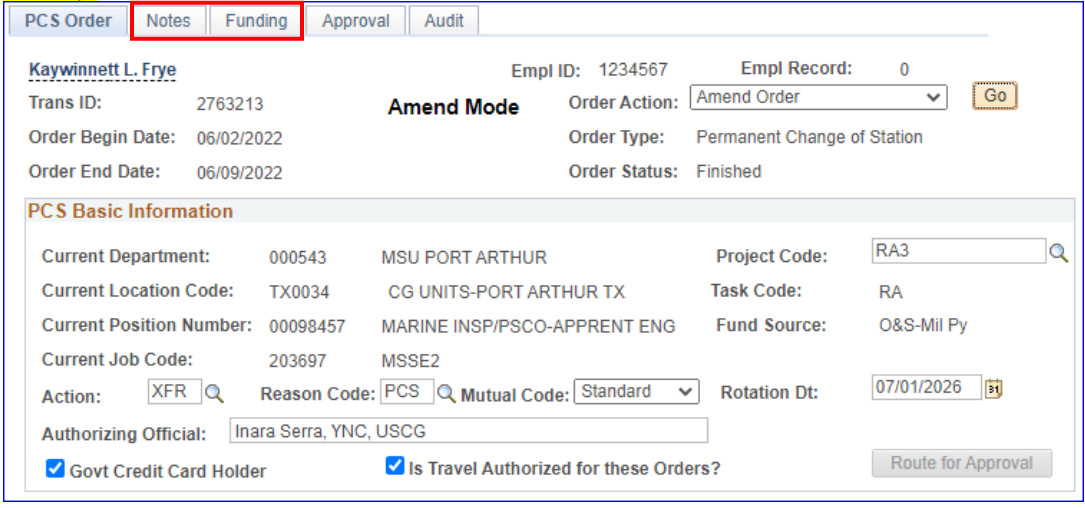
Procedures,
continued

Step	Action															
7	<p>Both the Actual Depart and Actual Report Dates may be edited (see Note). Remember to update the Delay En route section to accommodate any changes made to the Actual Depart and Report Dates.</p> <p>NOTE: Do NOT change any other fields within the Travel Order section (i.e., Department, Location, and Position Number). If an error is detected within these fields, contact the Assignment Officer.</p> <div data-bbox="324 659 1398 1787" style="border: 1px solid black; padding: 5px;"> <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: 06/02/2022 Department: 000543 MSU PORT ARTHUR Actual Date: 06/02/2022 Location: TX0037 CG UNITS-PORT ARTHUR TX Nature of Duty: Duty Position Number: 0098457 MARINE INSP/PSCO-APPRENT ENG Posn Job Code: 491093</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> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Approved</p> <p>Estimated Date: 06/09/2022 Department: 007337 SEC LA/LB INSPECTIONS DIV Actual Date: 06/09/2022 Location: CA0435 CG UNITS-SAN PEDRO CA Nature of Duty: Duty Position Number: 0018886 MARINE INSP/PSCO-JRNYMAN Posn Job Code: 203695 Marine Safety Spec Eng War 4</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" data-bbox="349 1528 1377 1688"> <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>06/03/2022</td> <td>06/04/2022</td> <td>Proceed Time</td> <td>2</td> </tr> <tr> <td>2</td> <td>06/05/2022</td> <td>06/09/2022</td> <td>Travel Time</td> <td>5</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"/></p> </div>		Begin Date	End Date	Delay En route	Days	1	06/03/2022	06/04/2022	Proceed Time	2	2	06/05/2022	06/09/2022	Travel Time	5
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1	06/03/2022	06/04/2022	Proceed Time	2												
2	06/05/2022	06/09/2022	Travel Time	5												

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Amending a PCS Order, Continued

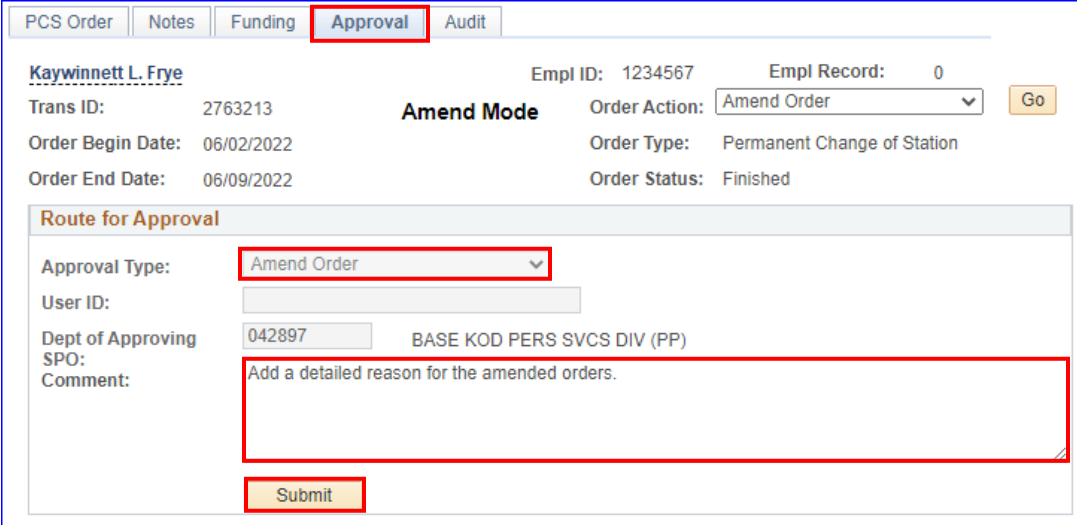
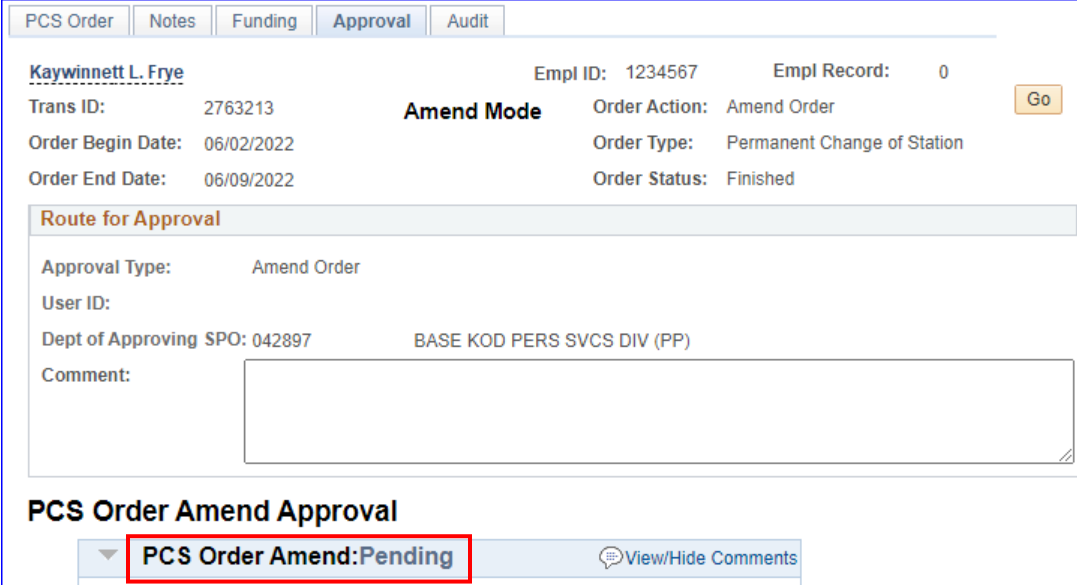
Procedures,
continued

Step	Action
8	<p>Review/Update the Notes and Funding tabs as appropriate (see Note).</p> <p>NOTE: Remember, if editing any POET details on the Funding tab – If the funding Cost Total is currently greater than \$0.00 but the 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 or the PCS Orders_FSMS user guide for more information on completing/updating the Funding tab of a PCS Order).</p>  <p>The screenshot shows the following details:</p> <ul style="list-style-type: none"> Employee: Kaywinnett L. Frye, Empl ID: 1234567, Empl Record: 0 Order Info: Trans ID: 2763213, Order Action: Amend Order, Order Type: Permanent Change of Station, Order Status: Finished PCS Basic Information: <ul style="list-style-type: none"> Current Department: 000543 MSU PORT ARTHUR Current Location Code: TX0034 CG UNITS-PORT ARTHUR TX Current Position Number: 00098457 MARINE INSP/PSCO-APPRENT ENG Current Job Code: 203697 MSSE2 Project Code: RA3 Task Code: RA Fund Source: O&S-Mil Py Action: XFR, Reason Code: PCS, Mutual Code: Standard Rotation Dt: 07/01/2026 Authorizing Official: Inara Serra, YNC, USCG Govt Credit Card Holder: <input checked="" type="checkbox"/> Is Travel Authorized for these Orders?: <input checked="" type="checkbox"/>

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Amending a PCS Order, Continued

Procedures,
continued

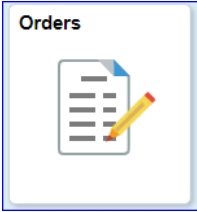
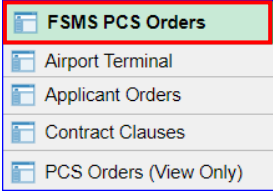
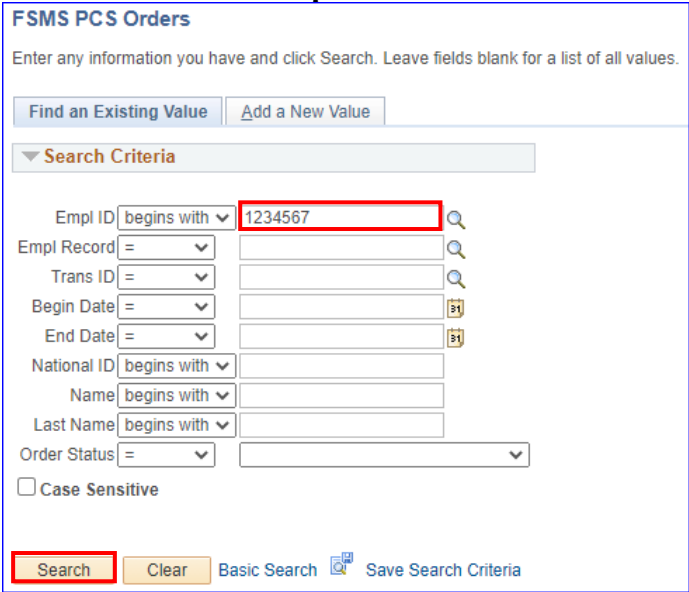
Step	Action
<p>9</p>	<p>Once all changes have been made, select the Approval tab.</p> <p>Ensure the Approval Type indicates Amend Order. In the Comment field, enter the reason for the amended Order, then click Submit to route the amended Order for approval.</p> 
<p>10</p>	<p>Once submitted, the PCS Order Amend status will indicate Pending.</p> 

Cancelling a PCS Order

Introduction This section provides the procedures for cancelling a PCS Order in DA.

Information **Verify there are no pending approvals prior to starting this process.** If there are pending approvals, they will need to be completed before continuing. Have the approver **Approve** or **Deny** the approval request or have the submitter **Withdraw** the request.

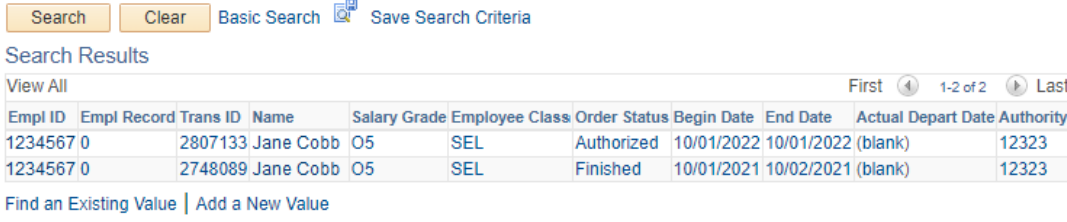
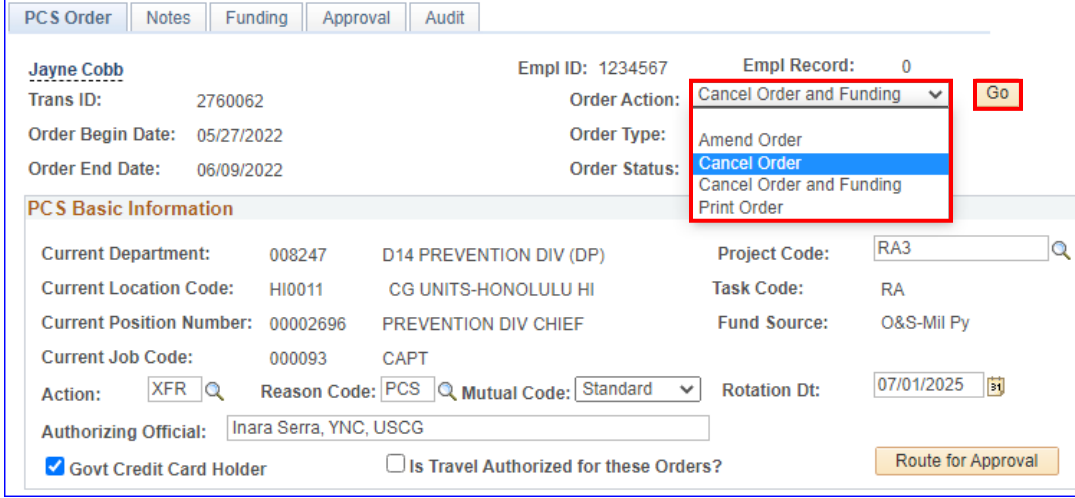
Procedures See below.

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

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Cancelling a PCS Order, Continued

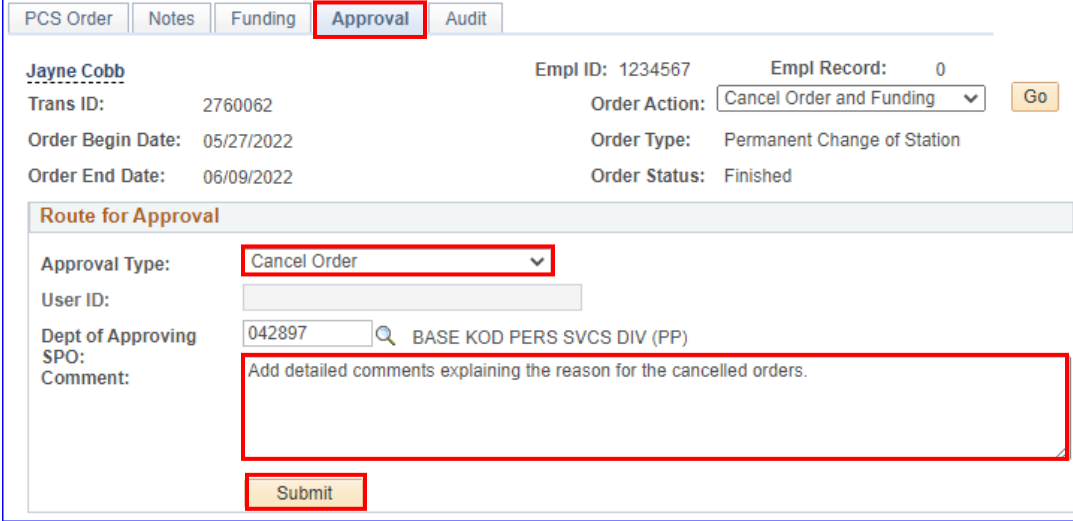
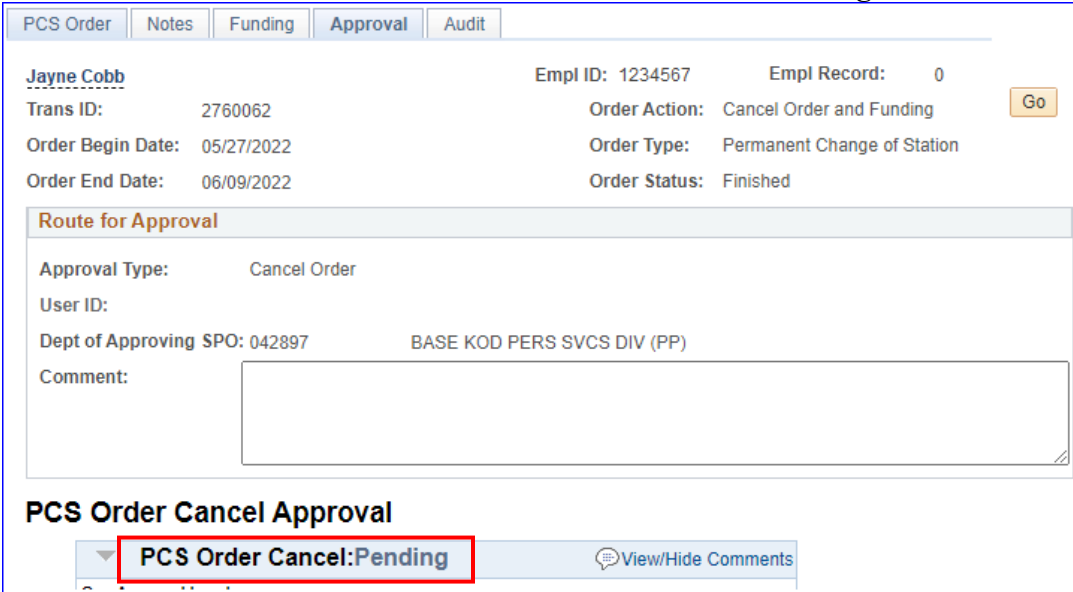
Procedures,
continued

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1234567	0	2807133	Jane Cobb	O5	SEL	Authorized	10/01/2022	10/01/2022	(blank)	12323																								
1234567	0	2748089	Jane Cobb	O5	SEL	Finished	10/01/2021	10/02/2021	(blank)	12323																								
<p>4</p>	<p>The PCS Order will display. Using the Order Action drop-down, select Cancel Order or Cancel Order and Funding (see NOTE). Click Go.</p> <p>NOTE: Cancel Order – Select Cancel Order if funds have been obligated to prevent cancelling the Document Number. For example, if the member made flight arrangements prior to the Order being cancelled, the Document Number will be used to reimburse the member any booking fees incurred prior to the Order being cancelled.</p> <p>Cancel Order and Funding – Select Cancel Order and Funding if NO funds have been obligated against the Document Number (i.e., booking fees, advances, etc.). This option cancels all Document Numbers/POET details associated with the Order.</p>  <p>PCS Order Notes Funding Approval Audit</p> <p>Jayne Cobb Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2760062 Order Action: Cancel Order and Funding Go</p> <p>Order Begin Date: 05/27/2022 Order Type: Amend Order</p> <p>Order End Date: 06/09/2022 Order Status: Cancel Order</p> <p>PCS Basic Information</p> <p>Current Department: 008247 D14 PREVENTION DIV (DP) Project Code: RA3</p> <p>Current Location Code: HI0011 CG UNITS-HONOLULU HI Task Code: RA</p> <p>Current Position Number: 00002696 PREVENTION DIV CHIEF Fund Source: O&S-Mil Py</p> <p>Current Job Code: 000093 CAPT</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2025</p> <p>Authorizing Official: Inara Serra, YNC, USCG</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p>																																	

Continued on next page

Cancelling a PCS Order, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The Approval tab will automatically display.</p> <p>Ensure the Approval Type indicates Cancel Order. In the Comment field, enter the reason for the cancellation and click Submit to route the cancelled Order for approval.</p> 
<p>6</p>	<p>Once submitted, the PCS Order Cancel status will indicate Pending.</p> 
<p>7</p>	<p>Submit a help ticket to PPC to fix any Job Data or pay and allowance issues.</p>

Cancelling a PCS Order – Workaround

Introduction This section provides the workaround for cancelling a PCS Order in DA.

Information The steps below allow a PCS order in an Authorized, Ready, En route, or Finished status to be cancelled by most P&A Techs. This process works by getting the orders into an Awaiting \$ status, which allows the P&A Tech the correct permissions to cancel.


Background The workaround should only be used as a failsafe, if the PCS Order Cancelling guidance does not work. (This is a workaround until programming is corrected.)

If the PCS Order is in an Awaiting \$, Authorized, Ready, En route, or Finished status, a **P&A tech with the CGHRS role** should be able to cancel the Order.

Things to remember If at any time Orders are cancelled and approved and a Job Data row was built), two help tickets must be submitted to PPC; one to the **ADV Branch** to provide manual corrections to Job Data and one to the **MAS Branch** to verify pay and entitlements are updated and processed correctly.

Usually a Job Data row is built if the Orders are in a Finished or En route status with an approved TEMDU reporting endorsement. (Examples: Transfer/Permanent Change of Station or Temporary Duty)

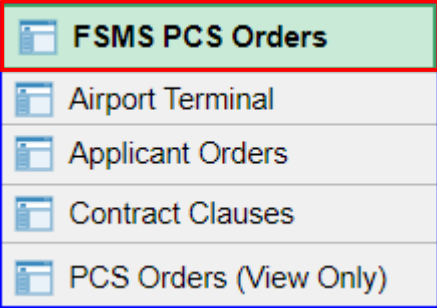
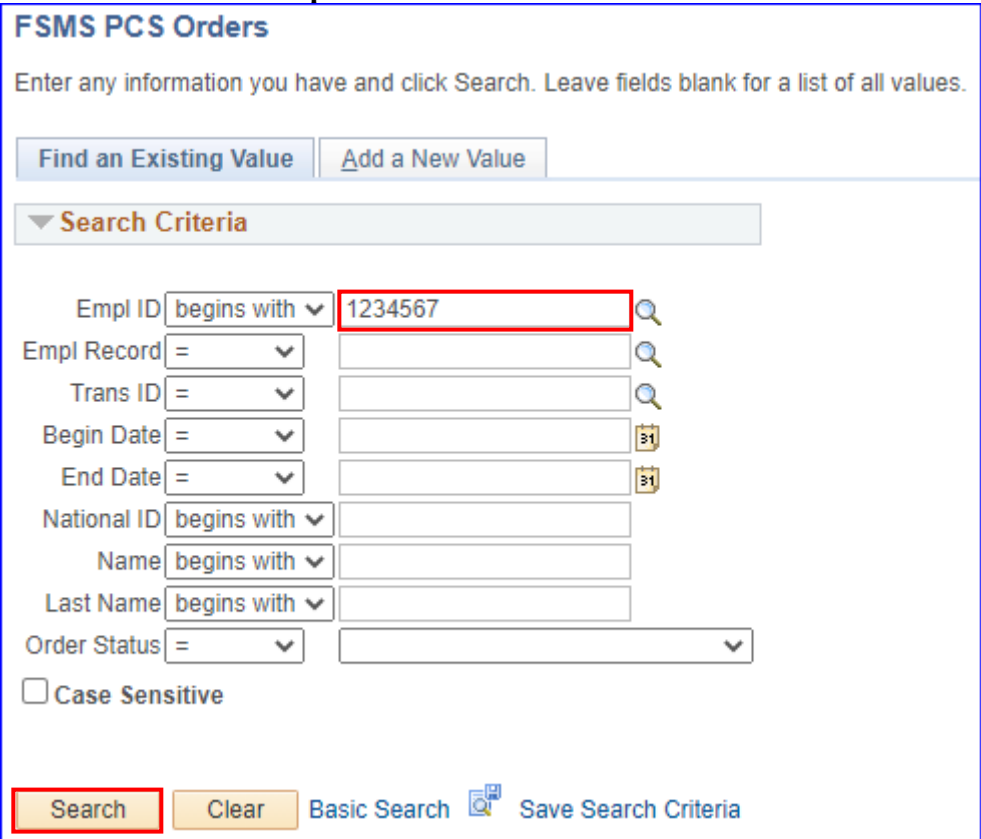
Procedures See below.

Step	Action
1	Click the Orders Tile. <div data-bbox="326 1423 630 1749" style="border: 1px solid blue; padding: 5px; margin: 10px 0;">  </div>

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Cancelling a PCS Order – Workaround, Continued

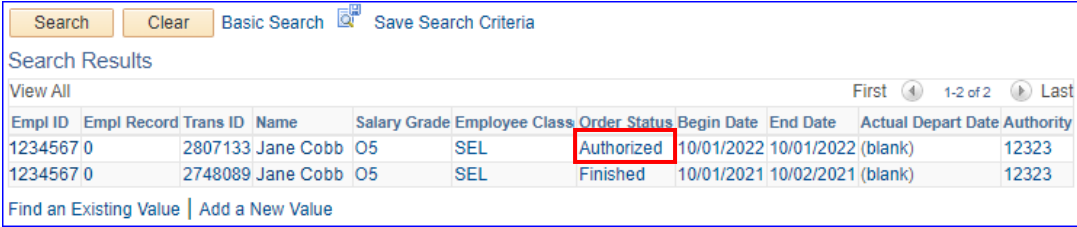
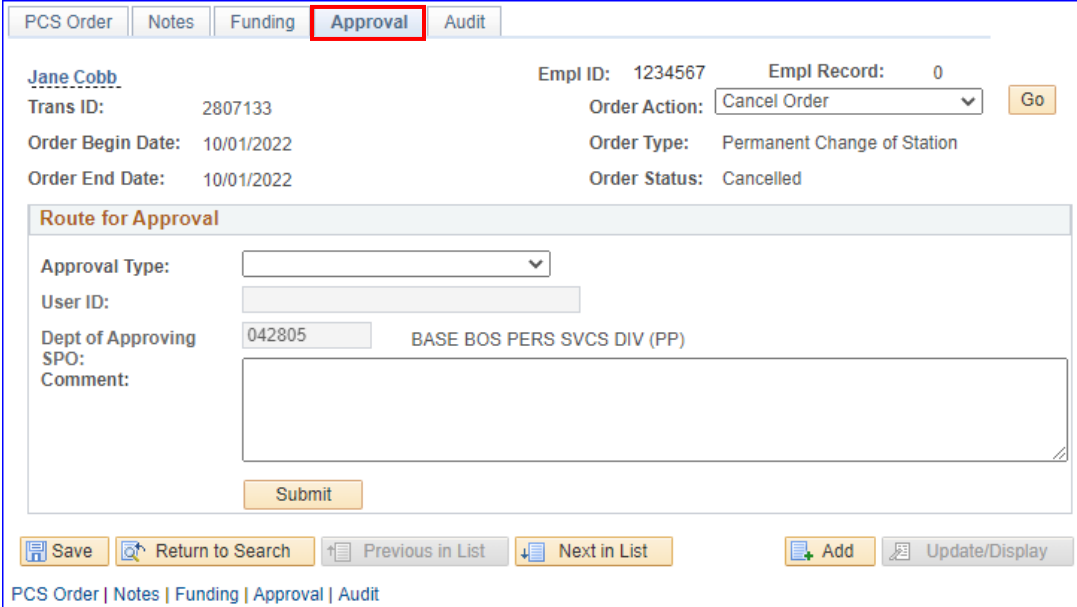
Procedures,
continued

Step	Action
1.5	<p>Select the FSMS PCS Orders option.</p>  <p>The screenshot shows a vertical list of menu items, each with a folder icon. The first item, 'FSMS PCS Orders', is highlighted with a green background and a red border. The other items are 'Airport Terminal', 'Applicant Orders', 'Contract Clauses', and 'PCS Orders (View Only)'.</p>
2	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'FSMS PCS Orders' search page. It includes a search criteria section with several fields: 'Empl ID' (set to 'begins with' and '1234567'), 'Empl Record', 'Trans ID', 'Begin Date', 'End Date', 'National ID', 'Name', 'Last Name', and 'Order Status'. The 'Empl ID' field is highlighted with a red border. At the bottom, there are buttons for 'Search' (highlighted in red), 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

Continued on next page

Cancelling a PCS Order – Workaround, Continued

Procedures,
continued

Step	Action																																	
3	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate PCS Order from the Search Results.</p>  <p>The screenshot shows a search results table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Class</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>1234567</td> <td>0</td> <td>2807133</td> <td>Jane Cobb</td> <td>O5</td> <td>SEL</td> <td>Authorized</td> <td>10/01/2022</td> <td>10/01/2022</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748089</td> <td>Jane Cobb</td> <td>O5</td> <td>SEL</td> <td>Finished</td> <td>10/01/2021</td> <td>10/02/2021</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Class	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2807133	Jane Cobb	O5	SEL	Authorized	10/01/2022	10/01/2022	(blank)	12323	1234567	0	2748089	Jane Cobb	O5	SEL	Finished	10/01/2021	10/02/2021	(blank)	12323
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1234567	0	2748089	Jane Cobb	O5	SEL	Finished	10/01/2021	10/02/2021	(blank)	12323																								
4	<p>Select the Approval tab and verify there are no pending approvals prior to continuing this process.</p> <p>NOTE: Pending approvals will need to be resolved before continuing with the following steps. The approver can Approve or Deny the approval request or the submitter can Withdraw the request.</p>  <p>The screenshot shows the 'Approval' tab for a PCS Order. Key details include:</p> <ul style="list-style-type: none"> Member: Jane Cobb Empl ID: 1234567, Empl Record: 0 Trans ID: 2807133 Order Action: Cancel Order Order Type: Permanent Change of Station Order Status: Cancelled Order Begin Date: 10/01/2022 Order End Date: 10/01/2022 Route for Approval: <ul style="list-style-type: none"> Approval Type: [Dropdown] User ID: [Text Field] Dept of Approving SPO: 042805 BASE BOS PERS SVCS DIV (PP) Comment: [Text Area] Submit Button 																																	

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Cancelling a PCS Order – Workaround, Continued

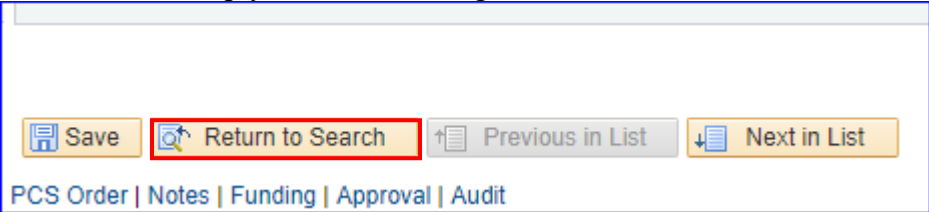
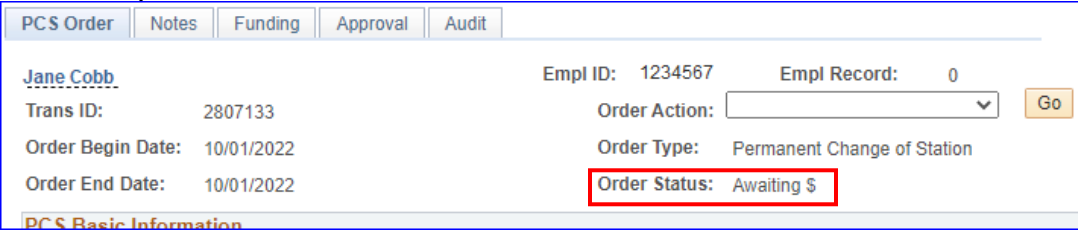
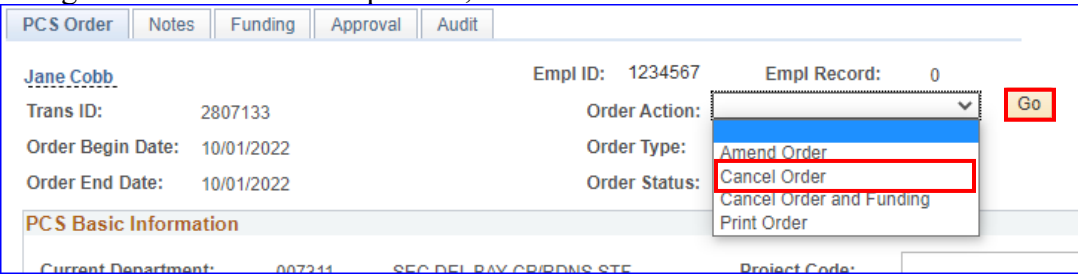
Procedures,
continued

Step	Action
5	<p>If Order Status displays Awaiting \$, skip to Step 8. Otherwise, select the Funding tab.</p> 
6	<p>If Order already has monetary amounts, click Resubmit Order. If not, enter \$0.01 in any of the Cost Total fields and click Resubmit Order.</p> <p>NOTE: This may need to be repeated twice to get the results for the next step.</p> 

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Cancelling a PCS Order – Workaround, Continued

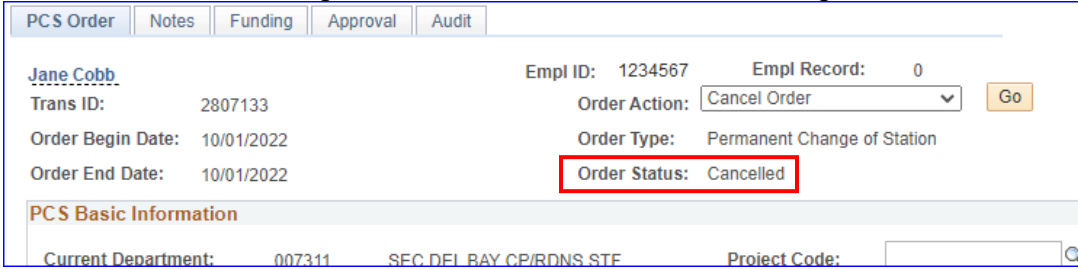
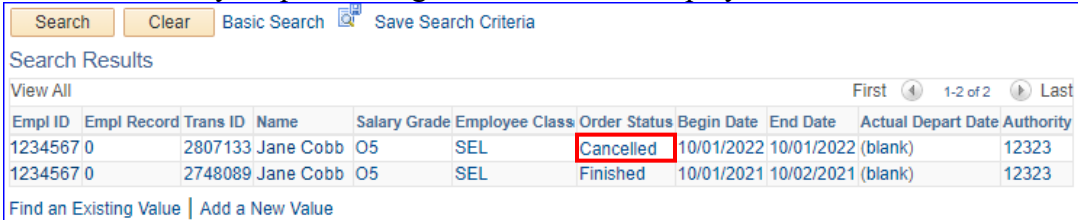
Procedures,
continued

Step	Action
7	<p>Click Return to Search and then click on the Orders again.</p> <p>NOTE: Return to Search will not refresh the search list nor update the Order Status, it will simply return to the original search list.</p>  <p>The screenshot shows a navigation bar with buttons: Save, Return to Search (highlighted with a red box), Previous in List, and Next in List. Below the buttons are links for PCS Order, Notes, Funding, Approval, and Audit.</p>
8	<p>Verify the Order Status displays Awaiting \$.</p> <p>NOTE: If Order displays the previous status, click Return to Search, and start over at Step 3.</p>  <p>The screenshot shows the PCS Order details for Jane Cobb. The Order Status field is highlighted with a red box and contains the text 'Awaiting \$'. Other fields include Trans ID, Order Begin Date, Order End Date, and Order Type.</p>
9	<p>Using the Order Action drop-down, select Cancel Order. Click Go.</p>  <p>The screenshot shows the PCS Order details page with the Order Action drop-down menu open. The 'Cancel Order' option is highlighted with a red box. The 'Go' button is also highlighted with a red box.</p>

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Cancelling a PCS Order – Workaround, Continued

Procedures,
continued

Step	Action																																	
<p>10</p>	<p>The Order Status will update to Cancelled. If not, return to Step 7.</p>  <p>The screenshot shows the PCS Order form for Jane Cobb. The 'Order Status' field is highlighted with a red box and contains the text 'Cancelled'. Other fields include Empl ID: 1234567, Empl Record: 0, Order Action: Cancel Order, Order Type: Permanent Change of Station, Order Begin Date: 10/01/2022, and Order End Date: 10/01/2022.</p>																																	
<p>11</p>	<p>The Order Status should update to Cancelled. If it does not display Cancelled on the search list, try Steps 1 & 2 again and it should display as Cancelled.</p>  <p>The screenshot shows a search results table with the following data:</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Class</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>1234567</td> <td>0</td> <td>2807133</td> <td>Jane Cobb</td> <td>O5</td> <td>SEL</td> <td>Cancelled</td> <td>10/01/2022</td> <td>10/01/2022</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748089</td> <td>Jane Cobb</td> <td>O5</td> <td>SEL</td> <td>Finished</td> <td>10/01/2021</td> <td>10/02/2021</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> <p>The 'Cancelled' status in the first row is highlighted with a red box.</p>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Class	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2807133	Jane Cobb	O5	SEL	Cancelled	10/01/2022	10/01/2022	(blank)	12323	1234567	0	2748089	Jane Cobb	O5	SEL	Finished	10/01/2021	10/02/2021	(blank)	12323
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<p>12</p>	<p>The Orders are now Cancelled and no further action is required if no Job Data row was created. If a Job Data row was created submit two help tickets to PPC; one to the ADV Branch to provide manual corrections to Job Data and one to the MAS Branch to verify pay and entitlements are updated and processed correctly.</p>																																	