

PCS Orders – Approve or Deny

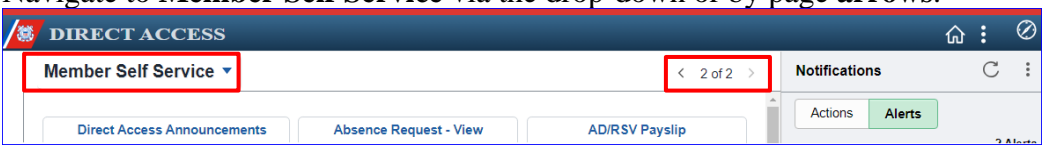
Introduction This guide provides the procedures for approving or denying a member’s PCS Orders (setting Order Status to Ready) in Direct Access (DA).

- Cancellations**
- Assignment Officers (AO) can cancel PCS orders in an **Authorized** or a **Ready** status.
 - SPOs can cancel PCS orders in an **En Route** or **Finished** status.

Order Status

Status	Meaning in DA
Authorized	Orders are issued by the Assignment Officer.
Awaiting \$	Orders are awaiting funds obligation through FSMS and a PPC Help Ticket is required.
Ready	Member -specific changes have been made to the orders and approved by the P&A Supervisor or PAO (PCS Travel Details Approval), The Estimated Depart and Report Dates will also update in the airport terminal.
En Route	Member has departed the old unit (Travel Order Depart Endorsement has been approved).
Finished	Member had reported into the new unit (Travel Order Report Endorsement has been approved).
Cancelled	Orders have been cancelled.

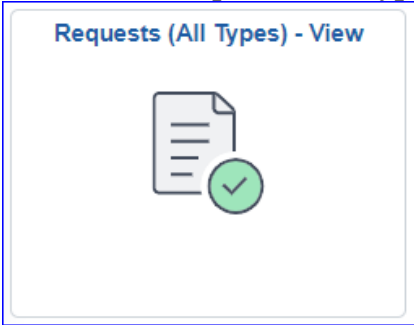
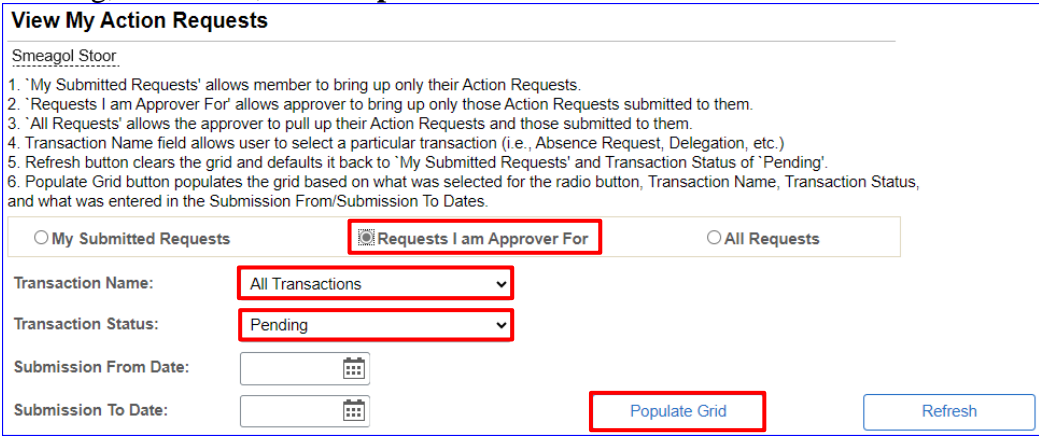
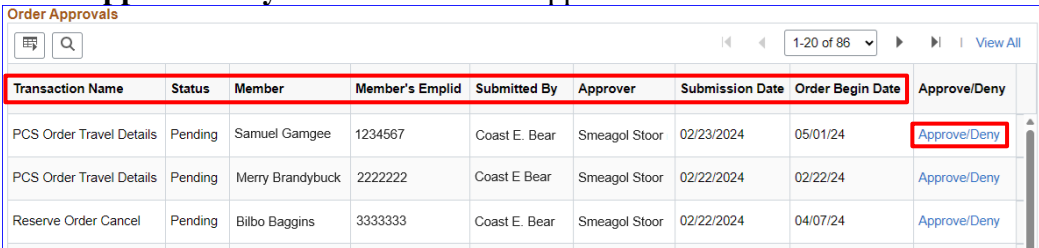
Procedures See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p> 

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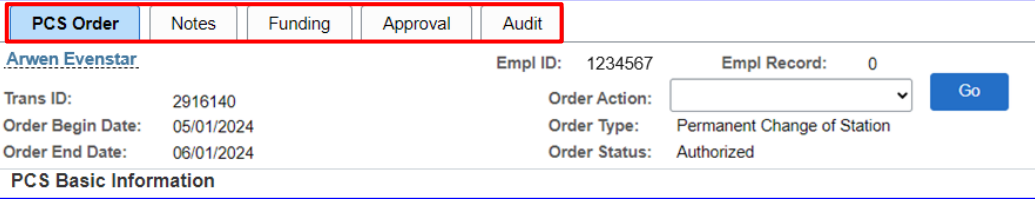
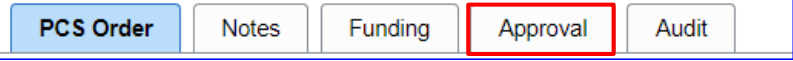
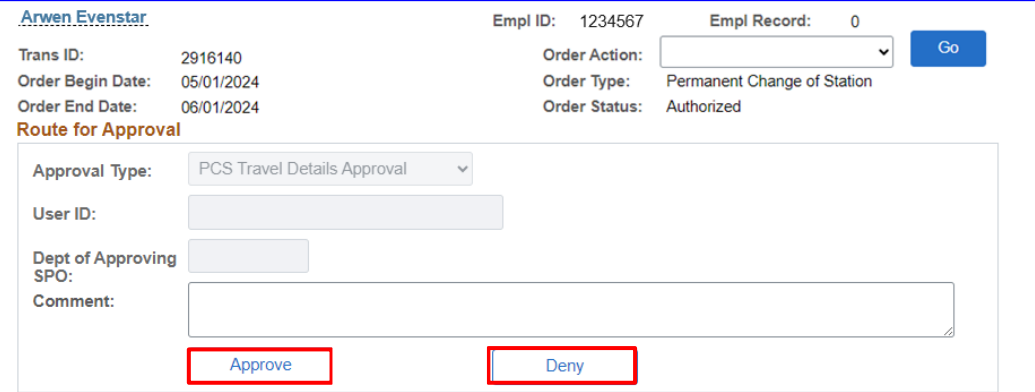
Procedures,
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Step	Action																																				
2	<p>Click on the Requests (All Types) – View tile.</p> 																																				
3	<p>Select the Requests I am Approver For radio button. The Transaction Name will default to All Transactions and the Transaction Status will default to Pending, leave as is, click Populate Grid.</p>  <p>View My Action Requests</p> <p>Smeagol Stoor</p> <ol style="list-style-type: none"> 1. 'My Submitted Requests' allows member to bring up only their Action Requests. 2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. 4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) 5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. 6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: All Transactions ▼</p> <p>Transaction Status: Pending ▼</p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p>Populate Grid <input type="button" value="Refresh"/></p>																																				
4	<p>Any pending Orders will display under Order Approvals. It may be necessary to click View All to display all pending Orders. Orders may also be sorted by clicking on any of the column headers.</p> <p>Click Approve/Deny for the Order to be approved.</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Samuel Gamgee</td> <td>1234567</td> <td>Coast E. Bear</td> <td>Smeagol Stoor</td> <td>02/23/2024</td> <td>05/01/24</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Merry Brandybuck</td> <td>2222222</td> <td>Coast E Bear</td> <td>Smeagol Stoor</td> <td>02/22/2024</td> <td>02/22/24</td> <td>Approve/Deny</td> </tr> <tr> <td>Reserve Order Cancel</td> <td>Pending</td> <td>Bilbo Baggins</td> <td>3333333</td> <td>Coast E. Bear</td> <td>Smeagol Stoor</td> <td>02/22/2024</td> <td>04/07/24</td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	PCS Order Travel Details	Pending	Samuel Gamgee	1234567	Coast E. Bear	Smeagol Stoor	02/23/2024	05/01/24	Approve/Deny	PCS Order Travel Details	Pending	Merry Brandybuck	2222222	Coast E Bear	Smeagol Stoor	02/22/2024	02/22/24	Approve/Deny	Reserve Order Cancel	Pending	Bilbo Baggins	3333333	Coast E. Bear	Smeagol Stoor	02/22/2024	04/07/24	Approve/Deny
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PCS Orders – Approve or Deny, Continued

Procedures,
continued

Step	Action
<p>5</p>	<p>The PCS Order will display. Using the tabs across the top of the Order, review the Order information to ensure everything is correct.</p>  <p>The screenshot shows a web form for a PCS Order. At the top, there are five tabs: 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'PCS Order' tab is highlighted in blue. Below the tabs, the form displays the following information: Employee Name: Arwen Evenstar, Empl ID: 1234567, Empl Record: 0. There are fields for Trans ID (2916140), Order Begin Date (05/01/2024), and Order End Date (06/01/2024). On the right side, there is an 'Order Action' dropdown menu, an 'Order Type' field set to 'Permanent Change of Station', and an 'Order Status' field set to 'Authorized'. A blue 'Go' button is located to the right of the 'Order Action' dropdown. Below this information is a section titled 'PCS Basic Information'.</p>
<p>6</p>	<p>After review, select the Approval tab.</p>  <p>The screenshot shows the same PCS Order form as in step 5, but now the 'Approval' tab is highlighted in blue, and the 'PCS Order' tab is no longer highlighted.</p>
<p>7</p>	<p>If applicable, enter Comments (must enter a comment if denied). Select:</p> <ul style="list-style-type: none"> • Approve – Sets the Order status to Ready and the PCS Travel Details status to Approved. • Deny – Sets the PCS Travel details status to Denied and removes the transaction from all Authorizing Official’s Action requests to allow editing/resubmitting by anyone.  <p>The screenshot shows the 'Route for Approval' section of the PCS Order form. It includes a dropdown menu for 'Approval Type' set to 'PCS Travel Details Approval', a 'User ID' field, a 'Dept of Approving SPO' field, and a 'Comment' text area. Below these fields are two buttons: 'Approve' and 'Deny', both highlighted with red boxes. Below this section is a 'PCS Travel Details Approval' section showing a 'Pending' status with a 'Multiple Approvers' button and a 'Comments' section with a timestamp 'Coast E. Bear at 02/23/24 - 11:50 AM' and '<No Comments>'. At the bottom of the form are buttons for 'Save', 'Return to Search', 'Add', and 'Update/Display'.</p>

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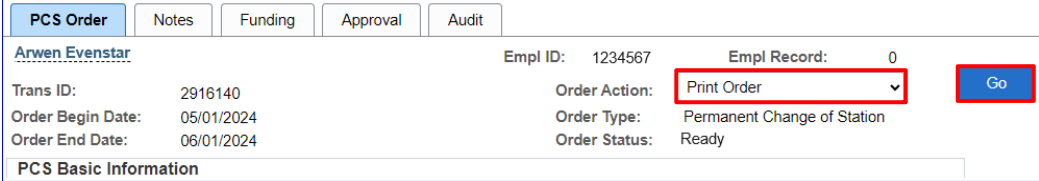
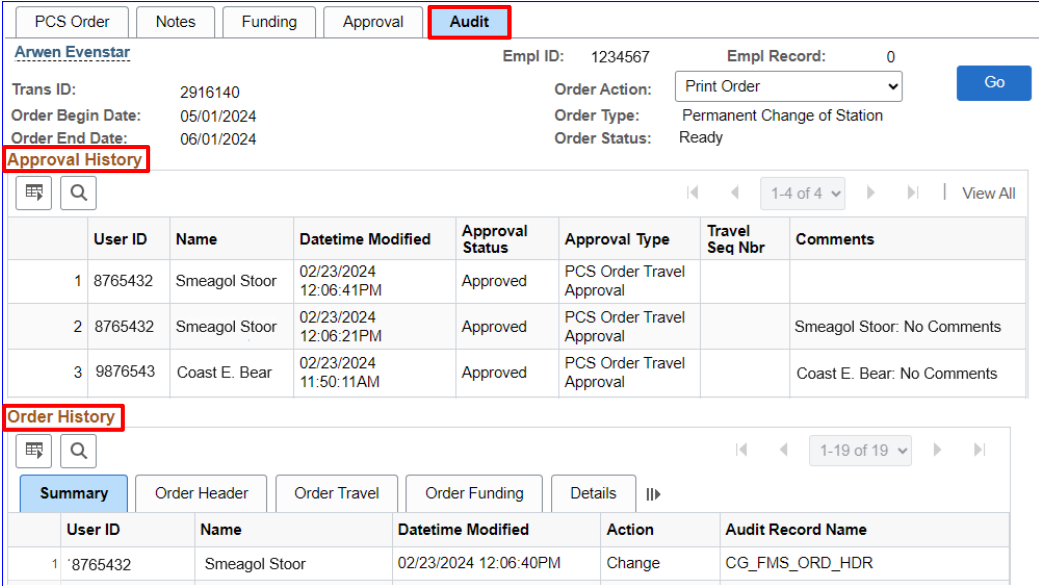
Procedures,
continued

Step	Action
8	<p>If Approved: The PCS Order Travel Details status will update to Approved and the Order Status will update to Ready.</p> <div data-bbox="327 548 1369 1276"> <p>The screenshot shows the 'Route for Approval' section of the PCS Order Travel Details form. At the top, the user 'Arwen Evenstar' is logged in. The order details include Trans ID: 2916140, Order Begin Date: 05/01/2024, Order End Date: 06/01/2024, Empl ID: 1234567, and Empl Record: 0. The Order Type is 'Permanent Change of Station' and the Order Status is 'Ready'. The 'Approval Type' is set to 'PCS Travel Details Approval'. Below this, there are input fields for 'User ID', 'Dept of Approving SPO', and a 'Comment' box. 'Approve' and 'Deny' buttons are visible. The 'PCS Travel Details Approval' section shows a green 'Approved' status with a checkmark, performed by 'Smeagol Stoor' on 02/23/24 at 12:06 PM. There are also comments from 'Coast E. Bear' at 11:50 AM. At the bottom, there are 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons.</p> </div> <p>If Denied: The PCS Order Travel Details status will update to Denied and the Order will be removed from the Orders Approval list.</p> <div data-bbox="327 1388 1369 1758"> <p>The screenshot shows the 'Route for Approval' section of the PCS Order Travel Details form. The 'Approval Type' is 'PCS Travel Details Approval'. The 'PCS Order Travel Details Approval' section shows a red 'Denied' status with a red circle and slash icon, performed by 'Smeagol Stoor' on 02/23/24 at 12:28 PM. The comment for this denial is 'Comments Required to Deny.' There is also a comment from 'Coast E. Bear' at 5:35 PM on 02/22/24. The 'Save', 'Return to Search', 'Add', and 'Update/Display' buttons are visible at the bottom.</p> </div>

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PCS Orders – Approve or Deny, Continued

Procedures,
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<p>9</p>	<p>To print the approved Order, either refresh the page (F5) or exit the transaction and go back into it. Use the Order Action drop-down to select Print Order, then click Go.</p>  <p>The screenshot shows the 'PCS Order' form with tabs for Notes, Funding, Approval, and Audit. The 'Order Action' dropdown menu is open, showing 'Print Order' as the selected option. The 'Go' button is highlighted in red.</p>																																						
<p>10</p>	<p>To view the Order History: Select the Audit tab. The Audit tab displays the Approval History and Order History of any users that have touched the PCS Order.</p>  <p>The screenshot shows the 'Audit' tab selected. It displays two sections: 'Approval History' and 'Order History'. The 'Approval History' section contains a table with columns: User ID, Name, Datetime Modified, Approval Status, Approval Type, Travel Seq Nbr, and Comments. The 'Order History' section contains a table with columns: User ID, Name, Datetime Modified, Action, and Audit Record Name.</p> <table border="1" data-bbox="327 1137 1356 1317"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1 8765432</td> <td>Smeagol Stoor</td> <td>02/23/2024 12:06:41PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td></td> </tr> <tr> <td>2 8765432</td> <td>Smeagol Stoor</td> <td>02/23/2024 12:06:21PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Smeagol Stoor: No Comments</td> </tr> <tr> <td>3 9876543</td> <td>Coast E. Bear</td> <td>02/23/2024 11:50:11AM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Coast E. Bear: No Comments</td> </tr> </tbody> </table> <table border="1" data-bbox="327 1429 1340 1505"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 8765432</td> <td>Smeagol Stoor</td> <td>02/23/2024 12:06:40PM</td> <td>Change</td> <td>CG_FMS_ORD_HDR</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1 8765432	Smeagol Stoor	02/23/2024 12:06:41PM	Approved	PCS Order Travel Approval			2 8765432	Smeagol Stoor	02/23/2024 12:06:21PM	Approved	PCS Order Travel Approval		Smeagol Stoor: No Comments	3 9876543	Coast E. Bear	02/23/2024 11:50:11AM	Approved	PCS Order Travel Approval		Coast E. Bear: No Comments	User ID	Name	Datetime Modified	Action	Audit Record Name	1 8765432	Smeagol Stoor	02/23/2024 12:06:40PM	Change	CG_FMS_ORD_HDR
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