PCS Orders

Overview

Introduction	This guide provides the procedures for completing Permanent Change of Station (PCS) Orders for Enlisted, Officer, and Reserve as well as 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.
Reserve PCS	• When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day.
	• The purpose of the Reserve PCS Order is to 'move' the Reserve member from one Dept ID/Position Number to another. Aside from a RELAD where the **same day** may be used, this is the only way a Reserve member may be reassigned to a new Dept ID/Position number.
	NOTE: Generally, Reserve PCS Orders are simply to reassign a member to a new Dept ID/Position number, therefore, Entitlements, Dependent Travel, and Delay En route are not authorized.
Known Issue - BAH	Hawaii & Alaska – 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**.
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.

Overview, Continued

DA Failsafe for Leave Requests

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

A **Trouble Ticket, <mark>with screenshots</mark>, must be submitted to PPC to have the 'Denied' Absence Request deleted from DA** before the PCS Orders or Endorsements may be completed.

Also, while processing PCS Orders, if there is an Absence request overlap with the Delay En route section or the actual begin and end dates of the orders, DA will display a message as shown below.

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	05/01/2024	05/31/2024	Formal Training	31	+	−
2	06/01/2024	06/04/2024	Leave INCONUS	4	+	−
3	06/05/2024	06/08/2024	Proceed Time	4	+	−
4	03/09/2024	03/16/2024	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 Stats 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

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 Nbr99 must be different dates). Doing so causes pay issues in DA with two of the more common errors being Career Sea Pay and CGSMR. See **NOTE 1.**
- If a member is transferring to a co-located unit, depart the member on one date and report the member the following day at the new unit See **NOTE 2**. The Departure date must be the last day of duty at the old PDS, and the Reporting date must be recorded as the "Actual Day of Report".
- See the Delay En route Special Instructions for more information/procedures.
- If a member receives Orders to "Proceed Immediately", depart the member on the date the member received the Orders and report them on the following day.

NOTE 1: No-Cost Orders may use the **same day** only if it is an Extension, Fleet UP, Humanitarian Assignment or Interoffice Transfer. These will prevent entitlements from stopping.

NOTE 2: No-Cost Orders may differ in some instances because there may be a difference in BAH entitlement from the old location to the new location. The one day delay prevents the BAH from overlapping with different amounts. If there is **no change in BAH entitlement**, the **same day** departing and reporting can be use.

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. • 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.

Contents

PCS Orders

Introduction	The section provides the procedures for completing a standard set of PSC Orders in DA.

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 Relocation, in an Authorization, Amendment or Voucher in mLINQS**. <mark>The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer.</mark>

Estimates: Household Goods **UPDATED**	• P&A's and SPOs may need to enter/update the Household Goods Cost Total on the PCS Relocation, in an Authorization, Amendment or Voucher in **mLINQS**. • Use the worksheets, tables and charts on the [Travel] webpage. • If you have already worked any **FY24 PCS orders** and put a different amount, leave it as is. • CG-832 has a method for de-obligating the funds.

Estimates: POV/NTS **UPDATED**	• P&A's and SPOs may need to enter/update the <mark>**Non-Temp Storage** and **POV Shipment**</mark> on the PCS Relocation, in an Authorization, Amendment or Voucher in **mLINQS**. • Use the worksheets, tables and charts on the [Travel] webpage. • If you have already worked any **FY24 PCS** orders and put a different amount, leave it as is. • CG-832 has a method for de-obligating the funds.
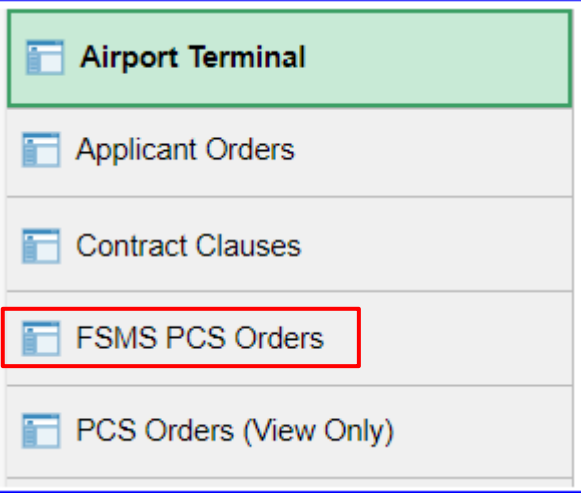
PCS Orders, Continued

Helpful Tools   PCS Entitlements/ Advances, TLE and Separation leave Calculator > United
States Coast Guard > Coast Guard Pay and Personnel News (uscg.mil)
For any FUNDING questions related to orders issuance, please reach out to the
TONO Management Inbox (HQS-SMB-DCMS-831-TONO-MGMT) at
MilitaryPCS@uscg.mil.

Procedures   See below.

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

PCS Orders, Continued
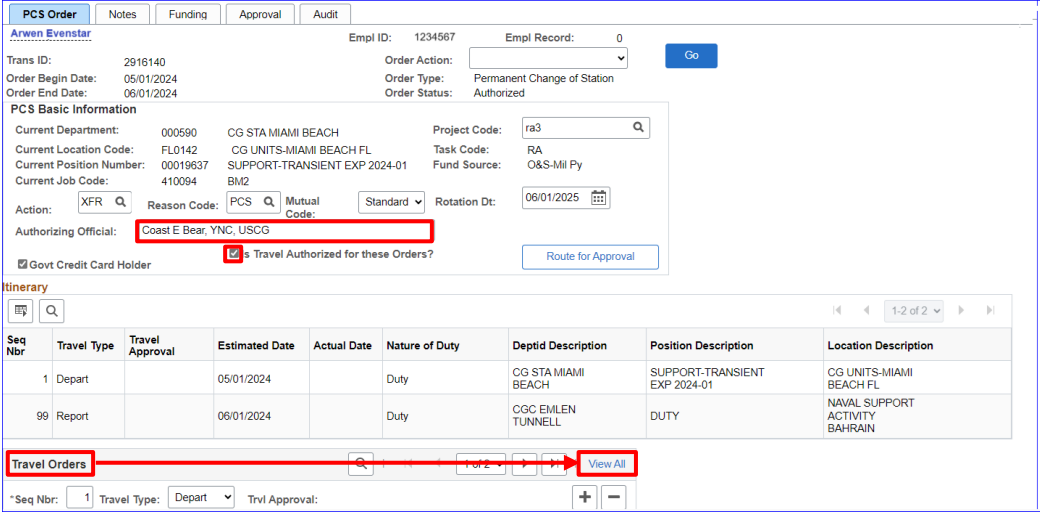
Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Search**. **FSMS PCS Orders** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** | Add a New Value ▼ Search Criteria Empl ID [begins with ▼] [1234567] Empl Record [= ▼] [🔍] Trans ID [= ▼] [🔍] Begin Date [= ▼] [📅] End Date [= ▼] [📅] National ID [begins with ▼] [ ] Name [begins with ▼] [ ] Last Name [begins with ▼] [ ] Order Status [= ▼] [▼] ☐ Case Sensitive [Search] [Clear] Basic Search 🖫 Save Search Criteria
4	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 ◄◄ ◄ 1-2 of 2 ▼ ► ►► | Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority | |---|---|---|---|---|---|---|---|---|---|---| | :1234567 | 0 | 2916140 | Arwen Evenstar | E5 | AD | Authorized | 05/01/2024 | 06/01/2024 | (blank) | 12323 | | 1234567 | 0 | 2832637 | Arwen Evenstar | E5 | AD | Finished | 01/09/2023 | 01/10/2023 | (blank) | 12323 |

PCS Orders, Continued
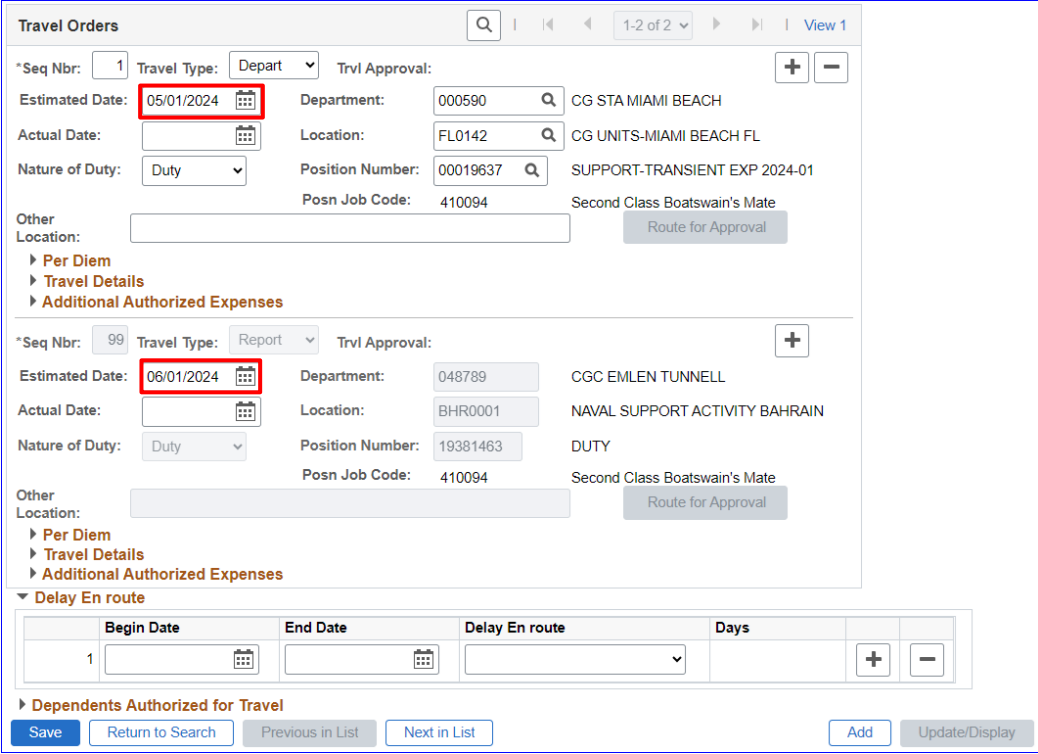
Procedures,
continued

Step	Action
5	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 Orders, Continued

Procedures,
continued

Step	Action
6	Seq Nbr 1, Depart row: • Enter the member's expected depart date in the **Estimated Date** field. Seq Nbr 99, Report row: • Enter the member's expected report date in the **Estimated Date** field. **NOTE:** Do **NOT** enter the Actual Dates. Leave these fields blank. They will be entered when the Departing Endorsement and Reporting Endorsement are completed.

PCS Orders, Continued

Procedures, continued

Step	Action
7	Enter the member's authorized travel delays in the Delay En route section – *see Step 8 for additional details regarding entering all travel delays (dates).* 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.

PCS Orders, Continued

Procedures, continued

Step	Action
8	Order matters when entering any anticipated travel delays. <mark>Refer to the Delay En route Special Instructions to **ensure items are listed in order according to the proper travel priority**</mark>. **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 Order Notes. For more information on the Delay En route section, see the Delay En route Special Instructions section. **Delay En route** <table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th></tr><tr><td>1</td><td>05/02/2024</td><td>05/25/2024</td><td>Leave INCONUS</td><td>24</td></tr><tr><td>2</td><td>05/26/2024</td><td>05/27/2024</td><td>Proceed Time</td><td>2</td></tr><tr><td>3</td><td>05/28/2024</td><td>06/01/2024</td><td>Travel Time</td><td>5</td></tr></table>Dependents Authorized for Travel Save Return to Search Previous in List Next in List
9	If the member has dependents that will be traveling on the PCS Order, expand the **Dependents Authorized for Travel** section and continue with Step 10. If the member does not have dependents, skip to Step 11. **Delay En route** <table><tr><th></th><th>Begin Date</th><th>End Date</th><th>Delay En route</th><th>Days</th></tr><tr><td>1</td><td>05/02/2024</td><td>05/25/2024</td><td>Leave INCONUS</td><td>24</td></tr><tr><td>2</td><td>05/26/2024</td><td>05/27/2024</td><td>Proceed Time</td><td>2</td></tr><tr><td>3</td><td>05/28/2024</td><td>06/01/2024</td><td>Travel Time</td><td>5</td></tr></table>Dependents Authorized for Travel Save Return to Search Previous in List Next in List

PCS Orders, Continued

Procedures,
continued

Step	Action
10	Check the **Auth for Travel** box for each dependent that is authorized to travel. **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.
11	Once the Travel orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click **Save** to update the itinerary.
12	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.

PCS Orders, Continued

Procedures,
continued

Step	Action
13	• 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.
14	Scroll down to the Contract Clauses (Order Notes) section and click **View All**, if necessary.

PCS Orders, Continued

Procedures, continued

Step	Action
15	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.

PCS Orders, Continued

Procedures,
continued

Step	Action
16	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.

PCS Orders, Continued

Procedures,
continued

Step	Action
17	Once all the necessary Contract Clauses (Order Notes) have been entered update the **Sequence Numbers** to reflect the sequence in which the Order Notes will display on the printed Order. Ensure the **"Show on Printed Order"** box is checked. Click **Save**, then click **Return to Search** to exit the Order **and re-enter it immediately**.
18	Upon re-entering the Order, select the **Funding** tab.

PCS Orders, Continued
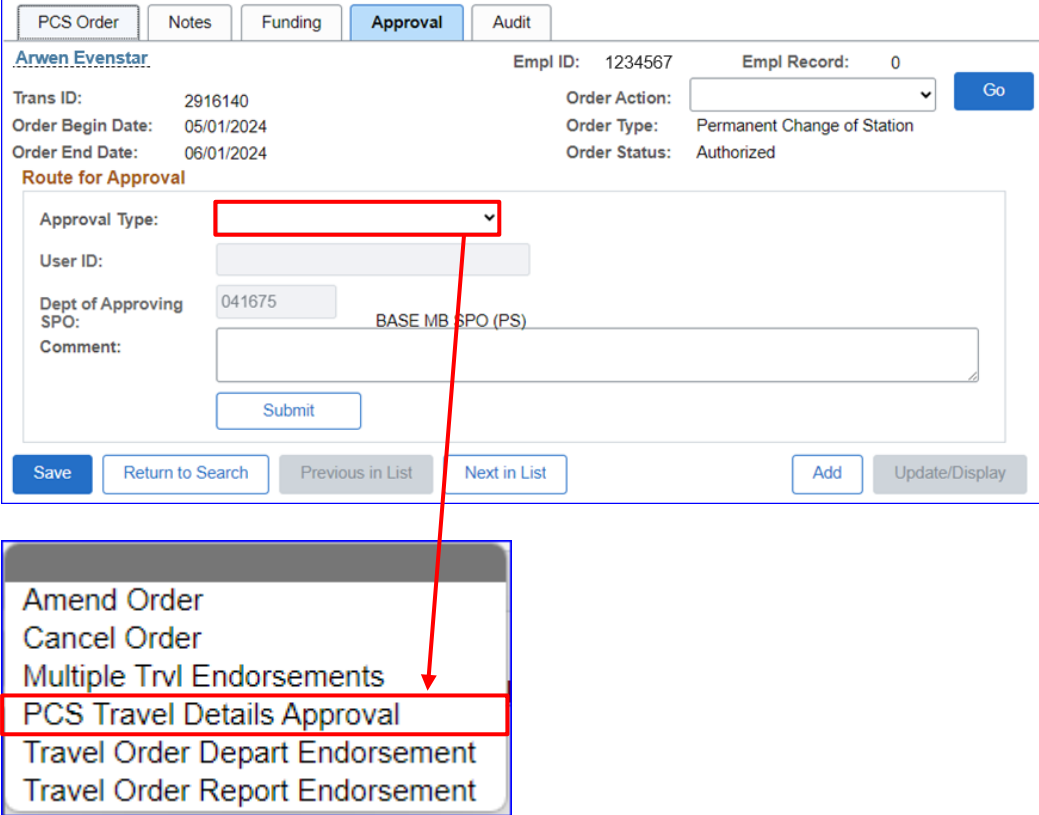
Procedures, continued

Step	Action
19	This tab is no longer editable, and the amounts need to be entered on the **PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS**. Click **Save**.
20	Once saved, select the **Approval** tab.

PCS Orders, Continued

Procedures,
continued

Step	Action
21	The Approval tab will display. Select PCS Travel Details Approval from the **Approval Type** drop-down.

PCS Orders, Continued

Procedures,
continued

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

Departing Endorsement

Introduction   This section provides the procedures for completing a PCS Departing Endorsement in DA.

Procedures   See below.

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

Departing Endorsement, Continued

Procedures,
continued

Step	Action
4	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).
5	The PCS Order will display. Scroll down to the **Travel Details** section and click **View All**.

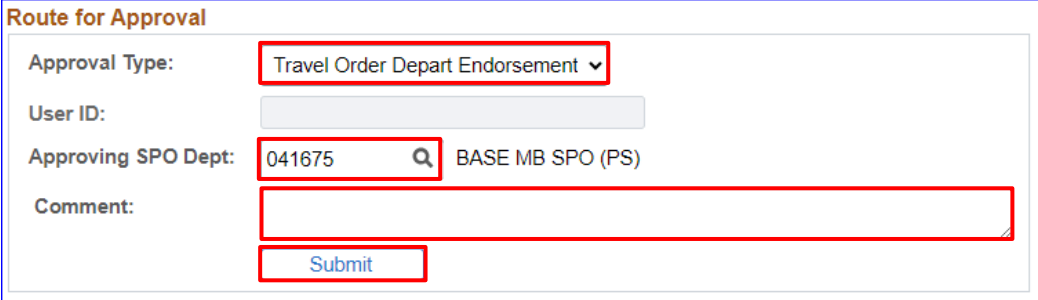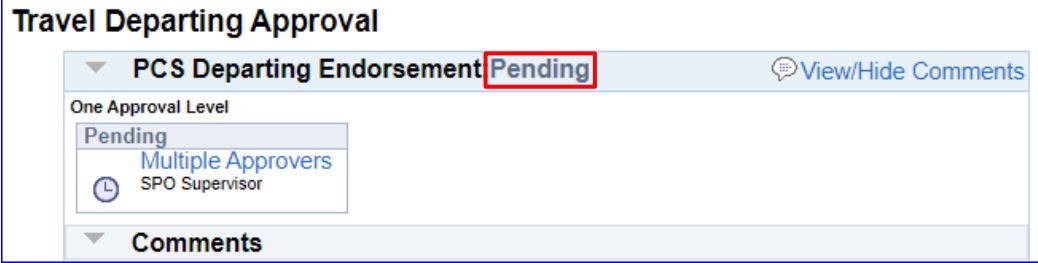# Departing Endorsement, Continued

Procedures,
continued

Step	Action
6	• In the Seq Nbr 1 (Depart) row, enter the **Actual Date** of Departure (must be the same or later than the Estimated Date). The Actual Date CANNOT be future dated. • Click **Route for Approval** in the Seq Nbr 1 Row. **NOTE**: If the Actual Date is different than the estimated date, update the Delay En route section to account for the change (see Steps 10 & 11 of the PCS Orders section for more information on updating the delay En route section).

Departing Endorsement, Continued

Procedures,
continued

Step	Action
7	The Approval tab will display. • The **Approval Type** should indicate Travel Order depart Endorsement. • Verify the **Dept of Approving SPO** ID. • **Comments** are optional. Enter any necessary comments. • click **Submit**. **Route for Approval** Approval Type: Travel Order Depart Endorsement User ID: Approving SPO Dept: 041675 BASE MB SPO (PS) Comment: Submit
8	The PCS Departing endorsement will be placed in a **Pending** status and is awaiting SPO Approval. **Travel Departing Approval** **PCS Departing Endorsement** Pending View/Hide Comments One Approval Level Pending Multiple Approvers SPO Supervisor **Comments**

Reporting Endorsement

Introduction   This section provides the procedures for completing PCS Reporting Endorsement in DA.

Procedures   See below.

Step	Action
1	Click the **Orders** tile. Orders
2	Select the **FSMS PCS Orders** option. Airport Terminal Applicant Orders Contract Clauses FSMS PCS Orders PCS Orders (View Only)
3	Enter the member's **Empl ID** and click **Search**. **FSMS PCS Orders** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value | Add a New Value ▼ Search Criteria Empl ID [begins with ▾] [1234567] Empl Record [= ▾] [🔍] Trans ID [= ▾] [🔍] Begin Date [= ▾] [🗓] End Date [= ▾] [🗓] National ID [begins with ▾] [ ] Name [begins with ▾] [ ] Last Name [begins with ▾] [ ] Order Status [= ▾] [▾] ☐ Case Sensitive [Search] [Clear] Basic Search 🖳 Save Search Criteria

Reporting Endorsement, Continued
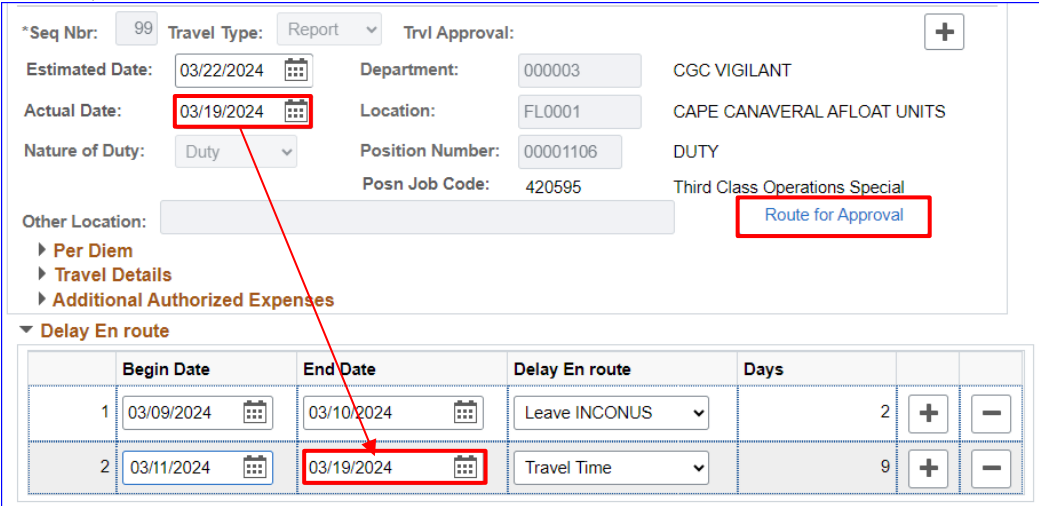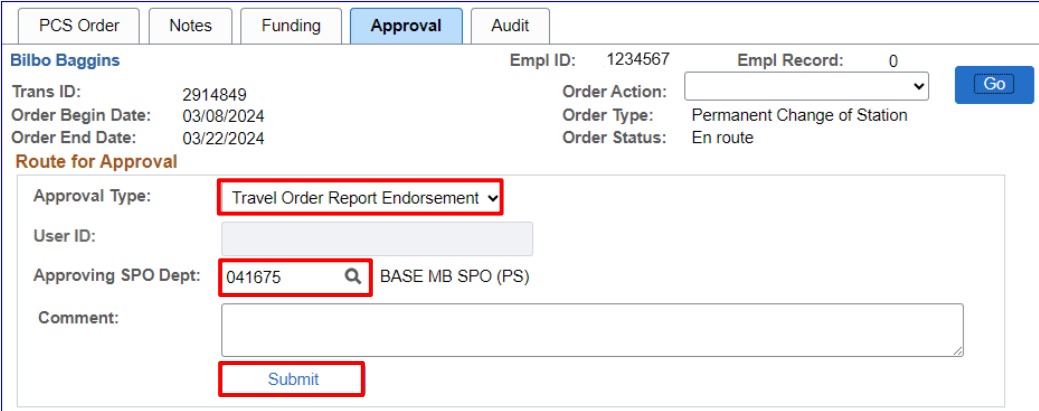
Procedures,
continued

Step	Action
4	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**.
5	The PCS Order will display. Scroll down to the **Travel Details** section and click **View All**.

Reporting Endorsement, Continued

Procedures, continued

Step	Action
6	• 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). The Actual Date CANNOT be future dated. • Click **Route for Approval** in the Seq Nbr 99 Row. **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 to account for the change (see Steps 10 & 11 of the PCS Orders section for more information on updating the delay En route section).
7	The Approval tab will display. • The **Approval Type** should indicate Travel Order depart Endorsement. • Verify the **Dept of Approving SPO** ID. • Click **Submit**.

Reporting Endorsement, Continued

Procedures,
continued

Step	Action
8	The PCS Departing endorsement will be placed in a **Pending** status and is awaiting SPO Approval. **Travel Reporting Approval** ▼ **PCS Reporting Endorsement** Pending 💬 View/Hide Comments One Approval Level Pending Multiple Approvers 🕐 SPO Supervisor ▼ **Comments**
9	Upon Approval of the PCS Reporting Endorsement, it is IMPORTANT to: • 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. See the Pay Calculation Results and EABP user guides for more information on navigating to and reviewing these.