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.
	Continued on next page

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, with screenshots, must be submitted to PPC to have the 'Denied' Absence Request deleted from DA before the PCS Orders or Endorsements may be completed

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CG_	GP	_ABSEN	CE_RE	QUEST	- Lis	ting of Ab	osence	Re	equests	\$				
		EMP	LID		Q									
		Departm	nent		Q									
		Reports	s To		Q									
*Beg	in Da	ate On or A	fter 12/0	1/2023	31									
*End	Date	e On or Be	fore 01/3	1/2024	31									
	*F	Request Sta	atus 🛛 All S	Statuses			~							
			PO											
		sults												
Dow View		ad results ir	1: Excel	SpreadS	sheet	CSV Text Fi	ile XML	. Fil	e (2 kb)					
Row	Seq	Last Name	First Name	EMPLID	Rank	Component	Departm	ient	Request Status	Descr	Submission Date	Begin_Date	EndDate	Duration (Days)
1	2	Riker	William	1234567	' E4	AD	PATFOR SWA BAHRAI		Denied	Leave - OCONUS	2023-12- 01	2023-12- 02	2023-12- 06	5
▼ D	ela	y En roi	ute											
	в	egin Dat	e	E	nd Da	ite	I	De	lay En	route		Days		
1	1	2/02/202	3] [1	2/09/2	2023		L	eave O	CONUS	~	8	+	-
2	1	2/10/202	3] [1	2/13/2	2023		P	roceed	Time	~	4	+	-
з	1	2/14/202	3] [2/16/2	2023		Т	ravel Ti	me	~	3	+	-
Two e	events	s with the sar	me priority I	have overl	apping o	lates. Please o	correct. (17	7000),1669)Erro	or saving Con	nponent Interfa	ice. {GP_ABSE	ENCE_EVEN	T} (91,37)
			TI	he People(Code pro	ogram execute	ed an Error	r sta	tement, wh	nich has produ	uced this mess	age.		
							C	ок						
THE OFF	cial]

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.

Leave Begin Date 2024-01-08 and End Date 2024-01-15 confli	ct with existing Absence Request 2023-12-31 thru 2024-01-29. (30003,2)
The Leave Dates entered fall between another absence reques change this new request.	t. You cannot overlap absences. Please modify the existing request or
	ОК

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.

	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

IMPORTANT	DO NOT DEPART/REPORT A MEMBER ON THE SA	ME DAY.
	• When processing PCS Orders in DA, do not depart and rep	L
	the same day (Seq Nbr 1 and Seq Nbr99 must be different causes pay issues in DA with two of the more common error	· · ·
	Sea Pay and CGSMR. See NOTE 1.	tors being Career
	 If a member is transferring to a co-located unit, depart the date and report the member the following day at the new u The Departure date must be the last day of duty at the old Reporting date must be recorded as the "Actual Day of Re See the Delay En route Special Instructions for more infor If a member receives Orders to "Proceed Immediately", do on the date the member received the Orders and report the day. 	nit See NOTE 2 . PDS, and the port". mation/procedures. epart the member
	NOTE 1 : No-Cost Orders may use the same day only if it	is an
	Extension, Fleet UP, Humanitarian Assignment or Interoffic	ce Transfer.
	These will prevent entitlements from stopping. NOTE 2: No-Cost Orders may differ in some instances bec	ause there
	may be a difference in BAH entitlement from the old location	
	location. The one day delay prevents the BAH from over	
	different amounts. If there is no change in BAH entitlen departing and reporting can be use.	ient, the same day
-		
AO Remarks	Order Notes entered by PSC (OPM/EPM/RPM) Assignmenter be modified or deleted.	nt Officers shall not
Cancelling an Order	• If the PCS Order is in an Authorized or Ready status, only Officers can cancel the Order.	PSC Assignment
	• If the Orders are in an En Route or Finished status, the Ser	rvicing Personnel
	Office must cancel the Order.	
– Endorsements –	DCS departing and presements and DCS Departing Endersom	onta CANNOT ha
NO Future Dates	PCS departing endorsements and PCS Reporting Endorseme future dated. When entering the Actual Date of Departure of	
	Report, these dates must be entered the day of or later.	
- Contents		
Contento	Торіс	See Page
	PCS Orders	5
	Departing Endorsement	20
	Reporting Endorsement	24

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 . The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer.
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 <u>Travel</u> 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 Non-Temp Storage and POV Shipment on the PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS. Use the worksheets, tables and charts on the <u>Travel</u> 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

Helpful ToolsPCS 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	Acti	on and a second s
1	Click the Orders Tile.	
	Orders	
2	Select the FSMS PCS Orders option.	
	T Airport Terminal	
	Applicant Orders	
	Contract Clauses	
	FSMS PCS Orders	
	PCS Orders (View Only)	
		<u> </u>

Procedures,

continued

				Actio	n				
Enter th	e membe	er's Emp	l ID and	l click Searc	h .				
FSMS PO	CS Orders								
Enter any int	ormation you ha	ve and click Sear	rch. Leave fiel	ds blank for a list of all	values.				
Find an	Existing Value	Add a New	Value						
- Search (riteria								
Empl	ID begins with	▶ 1234567]					
Empl Reco	rd = 🗸			Q					
Trans	ID = •			Q					
Begin Da	te = ~								
End Da	te = ~								
National	ID begins with	•							
Nan	begins with	•							
Last Nan	begins with	•							
Order Stat	us = 🗸			~					
Case Ser	isitive	,							
Search	Clear Ba	sic Search	Save Search (Criteria					
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If the m display NOTE status.	ember ha . Select t	as multipl he approp	e PCS (priate O	Orders, a list rder Status	of all F	PCS O	rders f	for the me	Ithori
If the m display NOTE: status.	ember ha Select t Orders	as multipl he approp entered b	e PCS (priate O y the A	Orders, a list rder Status . ssignment O	of all F	PCS O	rders f	for the me with an Au	ithori:
If the m display NOTE: status.	ember ha Select t Orders	as multipl he approp entered b	e PCS (priate O y the A	Orders, a list rder Status	of all F	PCS O vill dis	rders f	for the me with an Au	ithori:

Procedures,

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nar che	ne, rat eck the	e/rank, e "Is T	and pa ravel A	ygrade uthor	e. If the r ized for t	nember wi hese order	ll be travelin	he Authorizing Off ag on the PCS Order			
		tes Funding		Audit		ers section		ICW AII.			
	n Evenstar	Punding	Apploval		D: 1234567	Empl Record: 0		1			
Order	Arwan Evenstar Empl ID: 1234567 Empl Record: 0 Trans ID: 2916140 Order Action: ✓ Co Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station Order Station Order To Date: 06/01/2024 Order Status: Authorized Order Status										
Curr Curr Curr Actio	orizing Official: ovt Credit Card	nber: 00019637 410094 Reason Coo Coast E Bear	BM2 Ie: PCS Q, Mut Cod	MI BEACH FL NSIENT EXP 20 ual Sta	andard Rotation Dt:	RA	<u>a</u>	4 4 1-2of2 → ▶ ▶			
Seq	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description			
NDr	1 Depart	Approval	05/01/2024		Duty	CG STA MIAMI BEACH	SUPPORT-TRANSIENT EXP 2024-01	CG UNITS-MIAMI BEACH FL			
	99 Report		06/01/2024		Duty	CGC EMLEN TUNNELL	DUTY	NAVAL SUPPORT ACTIVITY BAHRAIN			
Trave *Seg	el Orders	el Type: Depart	Tryl Approv	al:	i i di ci di	View All					
*Seq	Nbr: 1 Trav	el Type: Depart	 Trvl Approv 	al:		+ -					

Procedures,

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						Ac	tion							
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-		99, Rep				1-4- :		D - 4 !	4 . J T	7-4-	£.1	1		
• E	nter tr	ie mem	ber s	expected re	eport	date 1	n the	Estin	nated I	Jate	men	1.		
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				arting Endo								-		
	vel Orders		Dep					2 of 2 🗸		View 1	iem	arev	Joinpi	1
								2012 *						
	Nbr:	Travel Type:								+ -				
	mated Date	e: 05/01/2024		Department:	000590	۵		IIAMI BEA						
	ual Date:			Location:	FL0142	٩	J	S-MIAMI BI						
Natu	ure of Duty:	Duty	~	Position Number: Posn Job Code:	0001963	7 Q			ENT EXP 2024	4-01				
Othe Loca	er ation:			Posh Job Code:	410094		Second C		wain's Mate r Approval					
	Per Diem Travel Det													
	Nbr: 9	Authorized E	-		l:				•	+				
Esti	mated Date	e: 06/01/2024		Department:	048789		CGC EML	EN TUNN	ELL					
Actu	ual Date:			Location:	BHR000	1	NAVAL SU	JPPORT A	CTIVITY BAH	RAIN				
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Othe				Posn Job Code:	410094		Second C	lass Boats	wain's Mate					
Loca	ation:							Route fo	r Approval					
•	Per Diem Travel Det Additional	ails Authorized E	xpenses	i										
	elay En ro													
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	1		Ē					~			+	-		
► De	ependents	Authorized f	or Travel											
Sa		eturn to Search			xt in List						Add	Update	e/Display	
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Procedures,

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			Action			
		uthorized travel <i>regarding ente</i>	•	•		tion – <i>se</i>
	U	must be the day e SAME day as			-	te and th
Travel Orde	rs		Q	1-2 of 2 🗸	View 1	
*Seq Nbr:	1 Travel Type: Dep	art V Trvl Approval:			+ -	
Estimated D	ate: 05/01/2024 🛄	Department: 0	00590 Q CG S	A MIAMI BEACH		
Actual Date:	i	Location: F	L0142 Q CG UI	NITS-MIAMI BEAC	H FL	
Nature of Du	ty: Duty 🗸	Position Number: 0	0019637 Q SUPP	ORT-TRANSIENT	EXP 2024-01	
Other Location:		Posn Job Code: 4	10094 Secon	d Class Boatswair Route for Ap		
 Per Dien Travel D Addition *Seq Nbr: 					+	
Estimated D	ate: 06/01/2024 🗰	Department: 0-	48789 CGC I	EMLEN TUNNELL		
Actual Date:		Location: B	HR0001 NAVA	SUPPORT ACTI	VITY BAHRAIN	
Nature of Du	ty: Duty 🗸	Position Number: 1	9381463 DUTY			
046.00		Posn Job Code: 4	10094 Secon	d Class Boatswair	n's Mate	
Other Location:				Route for Ap	proval	
 Per Dien Travel D Addition 		ses				
 Delay En 	·					
	Bogin Date	End Date	Delay En route	D	ays	
1	05/02/2024	05/25/2024	Leave INCONUS	~	24	+ -
2	05/26/2024	05/27/2024	Proceed Time	~	2	+ -
					5	+ -
3	05/28/2024	06/01/2024	Travel Time	~	0	

Procedures,

continued

				Action									
8	Order m	atters when e	ntering any anti	cipated travel delay	ys. <mark>Refer to t</mark> l	ne Delay En							
	Special	Instructions to	o <mark>ensure items</mark> a	are listed in order	according to	o the prope							
	travel priority.												
			-	eave periods, comb									
	-	-	•	are accounted for. I									
				. For more information		Jelay En rou							
	Section, ▼ Delay En		En route Specia	al Instructions secti	lon.								
		Begin Date	End Date	Delay En route	Days								
	1	05/02/2024	05/25/2024	Leave INCONUS	•	24 + -							
	2	05/26/2024	05/27/2024	Proceed Time	•	2 + -							
	3	05/28/2024	06/01/2024	Travel Time	•	5 🛨 🗖							
	▶ Dependents Authorized for Travel												
	Save	Return to Search	Previous in List Next in	List									
				11 be traveling on th	he PCS Orde	r, expand the							
9	Depend	t have depend		section and continu		10. If the mo							
9	Depend does not	ents Authori	zed for Travel	section and continu		10. If the mo							
9	Depend does not	ents Authori t have depend	zed for Travel ents, skip to Ste	section and continu p 11.	Days	10. If the me							
9	Depend does not	ents Authori t have depend route Begin Date	zed for Travel ents, skip to Ste	Delay En route	Days								
9	Depend does not Delay En	ents Authori t have depend route Begin Date 05/02/2024	zed for Travel ents, skip to Ste End Date 05/25/2024	Delay En route Leave INCONUS Proceed Time	Days	24 + -							
9	Depend does not Delay En	ents Authori t have depend route Begin Date 05/02/2024	End Date 05/25/2024 05/27/2024 06/01/2024	Delay En route Leave INCONUS Proceed Time	Days	24 + - 2 + -							
9	Depend does not Delay En	ents Authori t have depend route Begin Date 05/02/2024 III 05/28/2024 III 05/28/2024 III	End Date 05/25/2024 05/27/2024 06/01/2024	section and continue p 11. Delay En route Leave INCONUS Proceed Time Travel Time	Days	24 + - 2 + -							

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.
	Auth for Day/Read Name Relation Marital Status Marital Status Data Student Data of Right
	Travel Depresent Name Relation Married Status Status Date of Birth 1 02 Q Bolger, Estella A. Spouse Married 05/15/2023 N 04/05/1990 + -
	Save Return to Search Notify Add Update/Display Include History Correct History
11	Once the Travel orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click Save to update the itinerary.
	► Delay En route
	Dependents Authorized for Travel
	Save Return to Search Previous in List Next in List Add Update/Display
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.
	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

Procedures,

continued

							Action						
	• Sc	croll ı	up to the	e middle	of the	e page and	verify the	e Itinerary h	as updated with t				
	Estimated Dates and any travel delays.												
	• Select the Notes tab.												
	PCS Order Notes Funding Approval Audit												
Arwen Evenstar Empl ID: 1234567 Empl Record: 0													
		ID: Begin Date:	2916140 05/01/2024		Order Action: Go Order Type: Permanent Change of Station								
	Order E	End Date:	06/01/2024			Order Status: Author							
		Basic Inform ent Departmer		00.074.144.14	254.011	Project Code:	ra3	۹					
	Curre	ent Location O	Code: FL0142		MI BEACH FL	Task Code:	RA						
		ent Position N ent Job Code:		37 SUPPORT-TRA BM2	NSIENT EXP 20	024-01 Fund Source:	O&S-Mil Py						
	Actio	XFR	Q Reason Co	ode: PCS Q Mut Coo	tual St	andard Rotation Dt:	06/01/2025						
	Autho	orizing Officia	al: Coast E Bea	r, YNC, USCG			Route for Approva	<u> </u>					
	⊠ Go Itinerar	ovt Credit Car	'd Holder	🛛 Is Travel Aut	horized for the	se Orders?	Route for Approva	<u></u>					
		Q											
	Seq Nbr	Travel Typ	e Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description				
		1 Depart		05/01/2024		Duty	CG STA MIAMI BEACH	SUPPORT-TRANSIENT EXP 2024-01	CG UNITS-MIAMI BEACH FL				
				05/02/2024		Leave INCONUS	551011	ENT ENERGY	beronne				
				05/26/2024		Proceed Time							
				05/28/2024		Travel Time							
	ş	99 Report		06/01/2024		Duty	CGC EMLEN TUNNELL	DUTY	NAVAL SUPPORT ACTIVITY BAHRAIN				
Scroll down to the Contract Clauses (Order Notes) section and click View All , in necessary.													
Contract Clauses Q 1 of 4 v View All													
*Contract Clause: E21 Q THE FOLLOWING REFERENCES ARE MANDATORY WHERE APPLICABLE: A. MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES													
*Sequence Number: 1 MANUAL COMDTINST M10008, ARTICLES 1.H B. MEDICAL MANUAL, COMDTINST M10008, ARTICLES 1.H B. MEDICAL MANUAL, COMDTINST M6000.1(SERIES) C. JTR													
	1.1			1	TRANSFE	RRING COMMA	ND:		₩				
									1				

Procedures,

continued

Do NOT edit o	or delete	any existing Contract Clauses (Order Notes). These w
•	U	ent Officer and must remain part of the Order. Click t
utton to add a	new row	7.
Contract Clauses		Q 4 4 1-4 of 4 v Miew 1
*Contract Clause:	E21 Q	FOR ALL OVERSEAS TRANSFERS THE FOLLOWING APPLIES:
*Sequence Number:		THE FOLLOWING REFERENCES ARE MANDATORY WHERE APPLICABLE: A. MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES MANUAL COMDTINST M10008, ARTICLES 1.H B. MEDICAL MANUAL, COMDTINST M6000.1(SERIES) C. JTR
		Show on Printed Order
*Contract Clause:		SINGLE SCOPE BACKGROUND INVESTIGATION: Commanding Officer of member's departing unit is required to ensure completion of the
*Sequence Number:	2	SSBI IAW COMDTINST M5520.12 CHAPTERS 2.A.1a and 2.J.3 within 21 days of receipt of this authorization. Contact your district Security Manager for additional information.
		Show on Printed Order
*Contract Clause:		REPORT DATE, WITH CONCURRENCE OF THE DEPARTING AND RECEIVING COMMAND AND WITHOUT PRIOR APPROVAL FM
*Sequence Number:		YOU ARE REQUIRED TO SUBMIT AN APPLICATION FOR ASSIGNMENT TO HOUSING, DD FORM 1746, ALONG WITH A COPY OF YOUR PCS ORDERS TO THE HOUSING OFFICER AT YOUR NEW DUTY STATION. INFORMATION REGARDING
		Show on Printed Order
*Contract Clause:		OBLIGATED SERVICE: REFER TO COMDTINST M1000.8A, 1.B.6.C. FOR OBLISERV REQUIREMENTS. NOTIFY CGPC-EPM-2 AND CGPC-EPM-1 IMMEDIATELY IF MEMBER DECLINES TO REENLIST
*Sequence Number:	3	OR EXTEND TO MEET MINIMUM OBLISERV. MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE.
		Show on Printed Order

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.
	*Contract Clause: P10 Q Sequence Number: 3 OBLIGATED SERVICE: REFER TO COMDTINST M1000.8A, 1.B.6.c. FOR OBLISERV REQUIREMENTS. NOTIFY CGPC-EPM-2 AND CGPC-EPM-1 IMMEDIATELY IF MEMBER DECLINES TO REENLIST OR EXTEND TO MEET MINIMUM OBLISERV. MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE.
	Show on Printed Order
	*Contract Clause:
	*Sequence Number:
	Show on Printed Order
	Save Return to Search Previous in List Next in List Add Update/Display

Procedures,

continued

		Action									
Once all the ne	ecessar	y Contract Clauses (Order Notes) have been entered update									
Sequence Numbers to reflect the sequence in which the Order Notes will display											
the printed Order. Ensure the "Show on Printed Order" box is checked.											
1											
Click Save, the	en clicl	Return to Search to exit the Order and re-enter it									
immediately.											
*Contract Clause:	E35 Q										
		Officer of member's departing unit is required to ensure completion of the SSBI IAW COMDTINST M5520.12 CHAPTERS 2.A.1a and 2.J.3 within									
*Sequence Number:	3	21 days of receipt of this authorization. Contact your district Security Manager for additional information.									
		Show on Printed Order									
*Contract Clause:	F2 Q	THE MAXIMUM AMOUNT OF TIME COMMANDS CAN ADJUST A									
*Sequence Number:	2	RECEIVING COMMAND AND WITHOUT PRIOR APPROVAL FM PSC-EPM-2, IS 45 DAYS.									
		YOU ARE REQUIRED TO SUBMIT AN APPLICATION FOR									
		ASSIGNMENT TO HOUSING, DD FORM 1746, ALONG WITH A									
		COPY OF YOUR PCS ORDERS TO THE HOUSING OFFICER AT									
*Contract Clause:	P10 Q	OBLIGATED SERVICE: REFER TO COMDTINST M1000.8A, 1.B.6.c. 🏦 🗳 🕇 🗖									
"Contract Clause:		FOR OBLISERV REQUIREMENTS. NOTIFY CGPC-EPM-2 AND									
*Sequence Number:	4	OR EXTEND TO MEET MINIMUM OBLISERV.									
		MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION									
		INHERENT RESOLVE.									
		Show on Printed Order									
*Contract Clause:	PCS Q										
*Company Numb		TO (CITY, STATE).									
*Sequence Number:		C. OFFICIAL DTOD DISTANCE(MILES) FM (LAST PDS OR POV PICKUP) TO (NEW PDS) IAW JTR 5156 OR NO POV MILES									
		AUTHORIZED. D. AUTHORIZED DESIGNATED PLACE (CITY, STATE).									
		E. MIXED MODE AUTHORIZED NTE \$(MALTPLUS) FOR									
		Show on Printed Order									
Save Return to	Search	Previous in List Next in List Add Update/Display									

Procedures,

continued

Step	Action												
18	Upon re-entering the Order, select the Approval tab.												
	NOTE: No action is required on the Funding tab. It is no longer editable, and funding												
	amounts need to be entered in a PCS Authorization or Amendment in mLINQS. PCS Order Notes Funding Approval Audit												
	Arwen Evenstar Empl ID: 1234567 Empl Record: 0												
	Trans ID: 2916140 Order Action:												
	Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station Order End Date: 06/01/2024 Order Status: Authorized												
	PCS Basic Information												
	Current Department: 000590 CG STA MIAMI BEACH Project Code: ra3 Q												
	Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: RA												
	Current Position Number: 00019637 SUPPORT-TRANSIENT EXP 2024-01 Fund Source: O&S-Mil Py												
	Current Job Code: 410094 BM2												
	Action: XFR Q Reason Code: PCS Q Mutual Code: Standard V Rotation Dt: 06/01/2025												
	Authorizing Official: Coast E Bear, YNC, USCG												
	Govt Credit Card Holder												

Procedures,

continued

Step	Action												
19	The Approval tab will display. Select PCS Travel Details Approval from the Approval												
	Type drop-down.												
	PCS Order Notes Funding Approval Audit												
	Arwen Evenstar Empl ID: 1234567 Empl Record: 0												
	Trans ID: 2916140 Order Action:												
	Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station Order End Date: 06/01/2024 Order Status: Authorized												
	Route for Approval												
	Approval Type:												
	User ID:												
	Dept of Approving 041675 SPO: BASE MB SPO (PS)												
	SPO: BASE MB SPO (PS) Comment:												
	Submit												
	Save Return to Search Previous in List Next in List Add Update/Display												
	Amend Order												
	Cancel Order												
	Multiple TrvI Endorsements												
	PCS Travel Details Approval												
	Travel Order Depart Endorsement												
	Travel Order Report Endorsement												

Procedures,

continued

Step	Action								
20	 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. 								
	PCS Order Notes Funding Approval Audit Arwen Evenstar Empl ID: 1234567 Empl Record: 0								
	Trans ID: 2916140 Order Action: Go Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station Order End Date: 06/01/2024 Order Status: Authorized								
	Approval Type: PCS Travel Details Approval User ID: Dept of Approving SPO: 041675 Comment:								
	Submit Save Return to Search Previous in List Next in List Add Update/Display								
21	The PCS Order will be placed in a Pending status awaiting P&A Supervisor or PAO approval (see NOTE in Step 22). PCS Travel Details Approval								
	PCS Order Travel Details Pending View/Hide Comments One Approval Level Pending Multiple Approvers SPO Supervisor - Initial Apprv Comments								
	Comments								

Departing Endorsement

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

Procedur	s See below.
Step	Action
1	Click the Orders Tile.
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 V 1234567
	Empl Record = V Q
	Trans ID = V Q
	Begin Date = 🗸
	End Date = 🗸
	National ID begins with 🗸
	Name begins with 🗸
	Last Name begins with
	Order Status = V
	Case Sensitive
	Search Clear Basic Search 🖾 Save Search Criteria

Departing Endorsement, Continued

Procedures,

continued

	Action													
I	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 w														
d	lispl	ay. Sel	lect th	ne approp	priate C	order Status	(see N	OTE).						
	earch Re													
١	View All										1-2 of 2 🛩			
	-	Empl Record	Trans ID			Employee Classification					epart Date			
	234567		2911477	Bilbo Baggins	04	AD	Ready		04/08/2024	· ·		12323		
	234567			Bilbo Baggins	04	AD	Finished	06/10/2022	06/21/2022	(blank)		12323		
Find an Existing Value Add a New Value														
0	Order Ei PCSB Currer Currer Currer	egin Date: nd Date: asic Informat nt Department: nt Location Co nt Position Nui nt Job Code:	: 00 ode: N mber: 00 00	4 09422 SRR C0129 CG 0022082 SRR 00095 LCDI on Code: PCS	Q Mutual	TH CITY NC Task	Permanent Ready ect Code: [] Code: d Source:	Change of S RA17 RA O&S-Mil Py 06/01/2025	tation Q	Go				
		orizing Official:		t E. Bear, YNC, U	Travel Authori	zed for these Orders?	ſ	Route fo	Approval	ר				
It	Autho	orizing Official: vt Credit Card			Travel Authori	zed for these Orders?	[Route fo	Approval					
11	Autho	orizing Official: vt Credit Card			Travel Authori	zed for these Orders?	(Route for	r Approval	 ∢	5 of 5 🗸			
	Autho	orizing Official: vt Credit Card		Estimated D			Deptid Descri			tion Loc	cation Des	cription		
	Autho	vrizing Official: vt Credit Card / Q	Holder	Estimated D			Deptid Descri ALC SRR ENGINEERING	ption Posi	K	tion Loc		cription		
	Autho	vrizing Official: vt Credit Card / Q Travel Type	Holder	Estimated D		Date Nature of Duty	ALC SRR	ption Posi	tion Descrip	tion Loc	ation Des	cription		
:	Autho	vrizing Official: vt Credit Card / Q Travel Type	Holder	Estimated D 03/20/2024		Nature of Duty	ALC SRR	ption Posi	tion Descrip	tion Loc	ation Des	cription		
:	Autho	vrizing Official: vt Credit Card / Q Travel Type	Holder	Estimated D 03/20/2024 03/21/2024		Date Nature of Duty Duty Leave INCONUS	ALC SRR ENGINEERING	ption Posi	tion Descrip	tion Loc	ation Des	cription		
:	Autho	vrizing Official: vt Credit Card / Q Travel Type	Holder	Estimated D 03/20/2024 03/21/2024 04/04/2024		Nature of Duty Duty Leave INCONUS Proceed Time	ALC SRR	ption Posi	tion Descrip	tion Loc IEF CG CIT	ation Des	cription IZABETH		
	Autho	vit Credit Card v Q Travel Type Depart	Holder	Is Estimated D 03/20/2024 03/21/2024 04/04/2024 04/08/2024		Date Nature of Duty Duty Leave INCONUS Proceed Time Travel Time	ALC SRR ENGINEERING NAVAIRSTA PATUXENT RI	ption Posi	tion Descrip ENG BR CH	tion Loc IEF CG CIT	cation Des UNITS-EL Y NC	cription IZABETH		
	Autho	vizing Official: vit Credit Card v Q Travel Type Depart Report Orders	Holder	Is Is State 03/20/2024 03/20/2024 03/21/2024 04/08/2024 04/08/2024	ate Actual I	Date Nature of Duty Duty Leave INCONUS Proceed Time Travel Time	ALC SRR ENGINEERING NAVAIRSTA PATUXENT RI'	ption Posi	tion Descrip ENG BR CH -TEST PILOT	tion Loc IEF CG CIT	cation Des UNITS-EL Y NC	cription IZABETH		
	Autho	rizing Official: vt Credit Card Q Travel Type Depart Report Orders br: 1 Trave	Holder Travel Approval	Is Is State 03/20/2024 03/20/2024 03/21/2024 04/08/2024 04/08/2024	ate Actual [Nature of Duty Duty Leave INCONUS Proceed Time Travel Time Duty	ALC SRR ENGINEERING NAVAIRSTA PATUXENT RI'	ption Posi 3 BR SRR VER DDE	tion Descrip ENG BR CH -TEST PILOT	tion Loc IEF CG CIT	cation Des UNITS-EL Y NC	cription IZABETH		

Departing Endorsement, Continued

Procedures,

continued

 In the Seq Nbr 1 (Depart) row, enter the Actual Date of Departure (must or later than the Estimated Date). The Actual Date CANNOT be future Click Route for Approval in the Seq Nbr 1 Row. NOTE: If the Actual Date is different than the estimated date, update the En route section to account for the change (see Steps 10 & 11 of the PCS section for more information on updating the delay En route section). Travel Orders Seq Nbr: 1 Travel Type: Depart Tryl Approval: Estimated Date: 03/20/2024 En Department: 009422 ALC SRR ENGINEERING BR 	dated Delay												
NOTE: If the Actual Date is different than the estimated date, update the En route section to account for the change (see Steps 10 & 11 of the PCS section for more information on updating the delay En route section). Travel Orders *Seq Nbr: 1 Travel Type: Depart Trv/ Approval:	•												
NOTE: If the Actual Date is different than the estimated date, update the En route section to account for the change (see Steps 10 & 11 of the PCS section for more information on updating the delay En route section). Travel Orders *Seq Nbr: 1 Travel Type: Depart Trv/ Approval:	•												
En route section to account for the change (see Steps 10 & 11 of the PCS section for more information on updating the delay En route section). Travel Orders Q 1-2 of 2	•												
Travel Orders Q d 1-2 of 2 v v view 1 *Seq Nbr: 1 Travel Type:	Order												
Travel Orders Q I I I View 1 *Seq Nbr: 1 Travel Type: Depart Trvi Approval: + -													
*Seq Nbr: 1 Travel Type: Depart V Trvl Approval:	section for more information on updating the delay En route section).												
Actual Date: 03/19/2024 🗰 Location: NC0129 Q CG UNITS-ELIZABETH CITY NC													
Nature of Duty: Duty Position Number: 00022082 Q SRR ENG BR CHIEF													
Posn Job Code: 000095 Lieutenant Commander													
Other Route for Approval													
 Per Diem Travel Details Additional Authorized Expenses 													
*Seq Nbr: 99 Travel Type: Report Y Trvl Approval:													
Estimated Date: 04/08/2024 iii Department: 006622 NAVAIRSTA PATUXENT RIVER MD													
Actual Date: Location: MD0124 PATUXENT RIVER MD													
Nature of Duty: Duty Position Number: 19387137 DDE-TEST PILOT Posn Job Code: 000095 Lieutenant Commander													
Other Coccession Route for Approval													
▶ Per Diem													
 Travel Details Additional Authorized Expenses 													
▼ Delay En route													
Begin Date Delay En route Days													
1 03/20/2024 🗰 04/03/2024 🗰 Leave INCONUS 🗸 15 🕂													
2 04/04/2024 04/07/2024 04/07/2024 04/07/2024 04/04/2024													

Departing Endorsement, Continued

Procedures,

continued

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 Q BASE MB SPO (PS)
Comment:
Submit
The PCS Departing endorsement will be placed in a Pending status and is awaiting SPO Approval.
Travel Departing Approval
PCS Departing Endorsement Pending Second S
One Approval Level Pending Multiple Approvers
SPO Supervisor
Comments

Reporting Endorsement

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

es See below.
Action
Click the Orders tile.
Select the FSMS PCS Orders option.
Airport Terminal
Applicant Orders
Contract Clauses
FSMS PCS Orders
PCS Orders (View Only)
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 = V Q Trans ID = V Q Begin Date = V End Date = V Last Name begins with V Last Name begins with V Case Sensitive Search Clear Basic Search S Save Search Criteria

Reporting Endorsement, Continued

Procedures,

continued

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 display. Select the appropriate Order Status.	p	Action												
display. Select the appropriate Order Status. Search @ Save Search Criteria Search Results View All View All Stary Grade Employee Classification Order Status Begin Date End Date Actual Depart Date Authority 1234667 0 2914849 Biblo Baggins E4 AD Corder View All Employee Classification Order Status Begin Date End Date Actual Depart Date Authority 1234667 0 2902221 Biblo Baggins E4 AD The PCS Order will display. Scroll down to the Travel Details section and clic All PCS Order Notes Funding Approval Audit Bible Baggins Corder Notes Funding Approval Audit Order Trans ID Order Trans ID Order Motes Funding Approval Audit Order Trans ID Order Trans ID <td c<="" th=""><th></th><th colspan="10">If the member has only a single PCS Order, it will automatically open.</th></td>	<th></th> <th colspan="10">If the member has only a single PCS Order, it will automatically open.</th>		If the member has only a single PCS Order, it will automatically open.											
display. Select the appropriate Order Status. Search @ Save Search Criteria Search Results View All View All Stary Grade Employee Classification Order Status Begin Date End Date Actual Depart Date Authority 1234667 0 2914849 Biblo Baggins E4 AD Corder View All Employee Classification Order Status Begin Date End Date Actual Depart Date Authority 1234667 0 2902221 Biblo Baggins E4 AD The PCS Order will display. Scroll down to the Travel Details section and clic All PCS Order Notes Funding Approval Audit Bible Baggins Corder Notes Funding Approval Audit Order Trans ID Order Trans ID Order Motes Funding Approval Audit Order Trans ID Order Trans ID <td c<="" th=""><th></th><th colspan="12">If the member has multiple PCS Orders, a list of all PCS Orders for the member</th></td>	<th></th> <th colspan="12">If the member has multiple PCS Orders, a list of all PCS Orders for the member</th>		If the member has multiple PCS Orders, a list of all PCS Orders for the member											
Search Results Impl ID Empl Record Trans ID Name Salary Grade Employee Classification Order Status Begin Date End A Actual Depart Date Authority 1234567 0 2914849 Billio Baggins E4 AD Enrodee 0308/2024 0322/2024 Begin Date Enrodee 03028/2024 0322/2024 Begin Date Enrodee 0308/2024 0322/2024 Begin Date Enrodee 0308/2024 0322/2024 Begin Date Enrodee 03022/2024 Begin Date 1208/2023 12/10/2023 Begin Date Enrodee 0308/2024 0322/2024 Begin Date 12/08/2023 12/10/2023 Begin Date Enrodee 0308/2024 0322/2024 Enrodee 12/08/2023 12/10/2023 Begin Date 0 Co Co Co All Enrole PCS Order Notes Funding Approval Audt Empl ID: 12/34667 Empl Record: 0 Order Co Order Co Order Station Order Station Order Station Order Co Order Station Order Co Order Station Order Station Order <th></th> <th colspan="12">· · · · · · · · · · · · · · · · · · ·</th>		· · · · · · · · · · · · · · · · · · ·												
View All 4 4 12 dt2 > > > Empl IP Empl Record Trans ID Name Salary Grade Employee Classification Order Status Begin Date End Date Actual Depan Date Authority 1234667 0 29142449 Biblo Baggins E4 AD Encode 0308/2024 0322/2024 (slank) 12233 The PCS Order will display. Scroll down to the Travel Details section and clic All. PCS Order Notes Funding Approval Audit Biblo Baggins 2914949 Order Action: Prinshed 1208/2023 (slank) 12233 Order Regin Date: 0308/2024 Order Action: Prinament Change of Status Order Status Empl IRecord: 0 0 Order Begin Date: 0308/2024 Order Status En of 13 ask Code: Task Code: TG Current Deastinent: 00112813 A SCHOOL Standard > Rotation Dt: 07/01/2027 Task Code: TG Action: VER Reason Code: COS Quintrs-PETALUMA CA Task Code: TG Authorizing Official: Coast E. Bear, YNC, USCG Rotation Dt: <t< th=""><th></th><th>_</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>		_												
Empl ID Empl ID Employee Classification Order Status Begin Date End Date Actual Depart Date Authority 1234667 0 2914949 Bitloo Baggins E4 AD Encode 0309/2024 0322/2024 (blank) 12233 1234667 0 2902221 Bitloo Baggins E4 AD Encode 0309/2024 0322/2024 (blank) 12233 The PCS Order will display. Scroll down to the Travel Details section and clic All. Order Action: Empl ID: 1234567 0 <th></th> <th>Search F</th> <th>Results</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>		Search F	Results											
1224567 0 2914849 Bitbo Baggins E4 AD Enrode 0308/2024 03/22/2024 (blank) 12323 The PCS Order will display. Scroll down to the Travel Details section and clic All. Employ 12/02/2023 (blank) 12323 The PCS Order will display. Scroll down to the Travel Details section and clic All. Employ Employ 0 0/01/2027 0/01/2023 <th></th> <th>View All</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th>I ▲ 1-2 of 2 ∨</th> <th></th>		View All								I ▲ 1-2 of 2 ∨				
1234607 0 2902221 Biblo Baggins E4 AD Finshed 1200/2023 12/10/2023 (blank) 12323 The PCS Order will display. Scroll down to the Travel Details section and clic All. PCS Order Notes Funding Approval Audt Biblo Baggins Corder Action: Empl ID: 1234567 Empl Record: 0 Order Begin Date: 03/02/2024 Order Action: Project Code: 1613 0 Order Type: Permanent Change of Status En route To 3/22/2024 0 0 Order Type: Order Type: Permanent Change of Status To viet To 3/22/2024 0 0 Order Type: Order Action: Project Code: To 3/22/2024 0 0 0 Current Despartment: 00137 OS A SCHOOL Project Code: To 3/22/2024 0 <		•	•						-					
The PCS Order will display. Scroll down to the Travel Details section and clict All. PCS Order Notes Funding Approval Audit Billoo Baggins Empl ID: 1234567 Empl Record: 0 Order Begin Date: 0308/2024 Order Action: Impl Record: 0 Order Begin Date: 0308/2024 Order Type: Permanent Change of Station Order End Date: 0308/2024 Order Type: Permanent Change of Station Order Begin Date: 0308/2024 Order Status: En route PCS Basic Information Current Department: 006137 OS A SCHOOL Project Code: TG13 Current Decision Number: 0112813 A SCHOOL STUDENT - OS Fund Source: 08.5-Mil Py Current Job Code: 420595 OS3 Action: XFR Q Reason Code: PCS Q Mutual Code: Standard Rotation Dt: 0701/2027 Time Govt Credit Card Holder Its Travel Authorized for these Orders? Route for Approval Id 4 14 of 4 > ▶ N Seg Travel Type Travel Stimated Date Actual Date Nature of Duty Deptid Description Cocatin Description										. ,				
All. PCS Order Notes Funding Approval Audit Bilbo Baggins 2914849 Order Action: Image: Control of Contro		1234567	U	590555.1 B	IIDO Baggins E4	AL	,	rinished 12/	06/2023 12/10/2023	(DIANK)	12323			
All. PCS Order Notes Funding Approval Audit Bilbo Baggins 2914849 Order Action: Image: Control of Contro		-				a	11 1	1 75		•				
Action: XFR. Q. Reason Code: PCS. Q. Mutual Code: Standard v. Rotation Dt: 07/01/2027 Image: Construction Code: OT Authorizing Official: Coast E. Bear, YNC, USCG Route for Approval Route for Approval Itinerary Itinerary Image: Construction Code: Image: Co		Bilbo Baggins Empl ID: 1234567. Empl Record: 0 Trans ID: 2914849 Order Action: ✓ Go Order Begin Date: 03/08/2024 Order Type: Permanent Change of Station Order End Date: 03/08/2024 Order Status: En route PCS Basic Information Current Department: 006137 OS A SCHOOL Project Code: TG13 Q Current Location Code: CA0044 CG UNITS-PETALUMA CA Task Code: TG												
Authorizing Official: Coast E. Bear, YNC, USCG Govt Credit Card Holder Is Travel Authorized for these Orders? Route for Approval Itinerary Image: Construct Type Travel Type Approval Estimated Date Actual Date Nbr Travel Type Travel Type Image: Construct Type Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description Location Description 1 Depart Approved 03/09/2024 Leave INCONUS CG UNITS- 9 Report 03/22/2024 Duty CGC VIGILANT 99 Report 03/22/2024 Duty CGC VIGILANT		Order E PCSE Curre Curre Curre	Basic Information Int Department Int Location Co Int Position Nu	tion : 006 de: CA mber: 007	0044 CG UN 112813 A SCHO	IITS-PETAL	UMA CA	atus: En route Project Code: Task Code:	TG13 TG					
Govt Credit Card Holder Travel Type Travel Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description 1 Depart Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description 1 Depart Approval 03/08/2024 03/08/2024 Duty OS A SCHOOL A SCHOOL STUDENT - OS CG UNITS- PETALUMA CA 9 Report 03/22/2024 Duty CGC VIGILANT DUTY CAPE CANAVERAL AFLOAT UNITS		Order E PCS E Curre Curre Curre Curre	Basic Information Int Department Int Location Co Int Position Nu Int Job Code:	tion : 000 ide: CA mber: 00' 420	0044 CG UN 112813 A SCH0 0595 OS3	NTS-PETAL	UMA CA ENT - OS	atus: En route Project Code: Task Code: Fund Source:	TG13 TG O&S-Mil Py					
Itinerary Image: Colspan="4">Image: Colspan="4" Image: Colspan="4" Im		Order E PCS E Curre Curre Curre Curre Action	Basic Information Int Department Int Location Co Int Position Nu Int Job Code: In: XFR	tion : 006 de: CA mber: 007 420 Reason	0044 CG UN 112813 A SCHO 0595 OS3 1 Code: PCS Q	ITS-PETAL DOL STUDE	UMA CA ENT - OS	atus: En route Project Code: Task Code: Fund Source:	TG13 TG O&S-Mil Py					
Seq Nbr Travel Type Travel Approval Estimated Date Actual Date Nature of Duty Deptid Description Position Description Location Description 1 Depart Approved 03/08/2024 03/08/2024 Duty OS A SCHOOL A SCHOOL STUDENT - OS CG UNITS- PETALUMA CA - - 03/09/2024 Leave INCONUS - - 99 Report 03/22/2024 Duty CGC VIGILANT DUTY CAPE CANAVERAL AFLOAT UNITS		Order E PCS E Curre Curre Curre Action Autho	Basic Information nt Department nt Location Co nt Position Nu nt Job Code: n: XFR prizing Official:	tion : 006 ide: CA mber: 00' 420 Q Reason Coast I	0044 CG UN 112813 A SCHO 0595 OS3 1 Code: PCS Q E. Bear, YNC, USC	IITS-PETAL DOL STUDE Mutual	UMA CA ENT - OS I Code: Standard V	atus: En route Project Code: Task Code: Fund Source: Rotation Dt:	TG13 TG Q&S-Mil Py 07/01/2027	٩				
Nbr Iravel type Approval Estimated Date Actual Date Nature of Duty Deptd Description Position Description Location Description 1 Depart Approved 03/08/2024 03/08/2024 Duty OS A SCHOOL A SCHOOL STUDENT - OS CG UNITS- PETALUMA CA 0 03/09/2024 Leave INCONUS 03/14/2024 Travel Time CGC VIGILANT DUTY CAPE CANAVERAL AFLOAT UNITS		Order E PCS E Curre Curre Curre Action Autho	asic Information Int Department Int Location Co Int Position Nu Int Job Code: In: XFR Drizing Official: Vt Credit Card	tion : 006 ide: CA mber: 00' 420 Q Reason Coast I	0044 CG UN 112813 A SCHO 0595 OS3 1 Code: PCS Q E. Bear, YNC, USC	IITS-PETAL DOL STUDE Mutual	UMA CA ENT - OS I Code: Standard V	atus: En route Project Code: Task Code: Fund Source: Rotation Dt:	TG13 TG Q&S-Mil Py 07/01/2027	٩				
1 Depart Approved 03/09/2024 Duty OS A SCHOOL STUDENT - OS PETALUMA CA 03/09/2024 Leave INCONUS 03/14/2024 Travel Time CAPE CANAVERAL 99 Report 03/22/2024 Duty CGC VIGILANT DUTY CAPE CANAVERAL		Order E PCS E Curre Curre Curre Action Author Itinerary	Basic Information Int Department Int Location Co Int Position Nu Int Job Code: In: XFR Int XFR	tion : 006 ide: CA mber: 00' 420 Q Reason Coast I	0044 CG UN 112813 A SCHO 0595 OS3 1 Code: PCS Q E. Bear, YNC, USC	IITS-PETAL DOL STUDE Mutual	UMA CA ENT - OS I Code: Standard V	atus: En route Project Code: Task Code: Fund Source: Rotation Dt:	TG13 TG O&S-Mil Py 07/01/2027	Q	► ►!			
03/14/2024 Travel Time 99 Report 03/22/2024 Duty CGC VIGILANT DUTY CAPE CANAVERAL AFLOAT UNITS		Order E PCS E Curre Curre Curre Curre Action Autho Go Itinerary Seq	Basic Informal nt Department nt Location Co nt Position Nu nt Job Code: n: XFR prizing Official: vt Credit Card V Q	tion de: 000 mber: 00 420 Reason Coast I Holder Travel	0044 CG UN 112813 A SCH4 0595 OS3 1 Code: PCS Q E. Bear, YNC, USC □ Is Tr	IITS-PETAL DOL STUDE G avel Author	UMA CA ENT - OS I Code: Standard ~	atus: En route Project Code: Task Code: Fund Source: Rotation Dt: ?	TG13 TG 0&S-Mil Py 07/01/2027	Q oval	P P1			
99 Report 03/22/2024 Duty CGC VIGILANT DUTY CAPE CANAVERAL AFLOAT UNITS		Order E PCS E Curre Curre Curre Action Author Go Itinerary Seq Nbr	Basic Informal nt Department nt Location Cc nt Position Nu nt Job Code: n: XFR orizing Official: vt Credit Card Q Q Travel Type	tion : 006 mber: 0A 420 Q. Reason Coast I Holder Travel Approval	0044 CG UN 112813 A SCH(0595 OS3 Code: PCS Q E. Bear, YNC, USC Is Tr Estimated Date	ITS-PETAL DOL STUDE G avel Author	UMA CA ENT - OS I Code: Standard ✓ rized for these Orders	atus: En route Project Code: Task Code: Fund Source: Rotation Dt: ? Deptid Descripti	TG13 TG O&S-Mil Py 07/01/2027 TT Route for Appr Id on Position Descr A SCHOOL	oval I 1-4 of 4 v ription Location D CG UNITS-	escription			
39 Report 03/22/2024 Duty CGC VIGILANT DUTY AFLOAT UNITS		Order E PCS E Curre Curre Curre Action Author Go Itinerary Seq Nbr	Basic Informal nt Department nt Location Cc nt Position Nu nt Job Code: n: XFR orizing Official: vt Credit Card Q Q Travel Type	tion : 006 mber: 0A 420 Q. Reason Coast I Holder Travel Approval	0044 CG UN 112813 A SCH(0595 OS3 1 Code: PCS Q E. Bear, YNC, USC □ Is Tr Estimated Date 03/08/2024	ITS-PETAL DOL STUDE G avel Author	UMA CA ENT - OS I Code: Standard v rized for these Orders te Nature of Duty 4 Duty	atus: En route Project Code: Task Code: Fund Source: Rotation Dt: ? Deptid Descripti	TG13 TG O&S-Mil Py 07/01/2027 TT Route for Appr Id on Position Descr A SCHOOL	oval I 1-4 of 4 v ription Location D CG UNITS-	escription			
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		Order E PCS E Curre Curre Curre Action Autho Go Itinerary III Seq Nbr	Basic Information Int Department Int Location Co Int Position Nu Int Job Code: In: XFR Vit Credit Card C Travel Type Depart	tion : 006 mber: 0A 420 Q. Reason Coast I Holder Travel Approval	0044 CG UN 112813 A SCHC 0595 OS3 Code: PCS Q E. Bear, YNC, USC Is Tr Estimated Date 03/08/2024 03/09/2024 03/14/2024	ITS-PETAL DOL STUDE G avel Author	UMA CA ENT - OS I Code: Standard v rized for these Orders te Nature of Duty 4 Duty Leave INCONUS Travel Time	atus: En route Project Code: Task Code: Fund Source: Rotation Dt: ? Deptid Descripti OS A SCHOOL	TG13 TG O&S-Mil Py 07/01/2027 TT Route for Appr Id on Position Descr A SCHOOL STUDENT - OS	Q ioval 1-4 of 4 ~ ription CG UNITS- PETALUMA CAPE CAN	ACA AVERAL			

Reporting Endorsement, Continued

Procedures,

continued

ep			Action						
5	 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 future dated. Click Route for Approval in the Seq Nbr 99 Row. 								
	NOTE : If the Actual Dat different than the final E route section MUST be u the PCS Orders section f section).	nd Date in the updated to acco for more inform	Delay En ro ount for the c	ute section, th change (see St	ne Delay En teps 10 & 11 of ay En route				
	*Seq Nbr: 99 Travel Type: Rep				+				
	Estimated Date: 03/22/2024	Department:	000003	CGC VIGILANT					
	Actual Date: 03/19/2024	Location:	FL0001	CAPE CANAVERAL	AFLOAT UNITS				
	Nature of Duty: Duty V	Position Number: Posn Job Code:		DUTY					
	Other Location: Per Diem Travel Details	rosiroob code.	420595	Third Class Operation Route for	r Approval				
	Additional Authorized Expense	35							
	▼ Delay En route	\							
		nd Date	Delay En route	Days					
	1 03/09/2024 🗰 0	3/10/2024	Leave INCONUS	`	2 + -				
	2 03/11/2024 📰 0	3/19/2024	Travel Time	▼	9 + -				
	The Approval tab will di • The Approval Type sh • Verify the Dept of App • Click Submit .	nould indicate		r depart Endo	rsement.				
	PCS Order Notes Funding	Approval A	udit						
	PCS Order Notes Funding Bilbo Baggins Trans ID: 2914849 Order Begin Date: 03/08/2024 Order End Date: 03/22/2024 Route for Approval	Approval A	udit Empl ID: 123456 Order Actior Order Type: Order Status	Permanent Change	▼ Go				
	Bilbo Baggins Trans ID: 2914849 Order Begin Date: 03/08/2024 Order End Date: 03/22/2024 Route for Approval	r Report Endorsement V	Empl ID: 123456 Order Action Order Type:	Permanent Change	▼ Go				
	Bilbo Baggins Trans ID: 2914849 Order Begin Date: 03/08/2024 Order End Date: 03/22/2024 Route for Approval Approval Type: Travel Order		Empl ID: 123456 Order Action Order Type: Order Status	Permanent Change	▼ Go				

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 Sview/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.										