Introduction	This section provides the procedures for creating a Paycut Roster.
Purpose	The Paycut Roster is intended to provide the SPO Chief/Assistant Chief a snapshot of all pending movement of personnel within a SPO.
	It is important to note that all of the steps in this guide are SUGGESTIONS and as you develop a Paycut Roster, you will determine what works best for you and your personnel.

Procedures See below.

Step		Action
1	Click on the Orders	s tile.
	Ord	ders
2	The Airport Termin Type rosters and sa • HRS Departures, • HRS Arrivals, • Own Unit Departu • Own Unit Arrivals	al option will display to generate the following Relation ve to your desktop: ares, and
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Procedures,

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Procedures,

continued

Step					1	Action	l						
4	Once a	all the r	osters ł	nave bee	n combir	ned on	one sp	pread	lshee	t witl	n two		
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Continued on next page

Procedures,

continued



Procedures, continued

Step	Action
6	Return to the PCS DPT tab. Highlight the entire spreadsheet by clicking the
	arrow in the upper left corner of the spreadsheet. From the toolbar under Home,
	select Sort & Filter > Custom Sort.
	E 5 - C + C + E PayCut Roster 060CT20 - Excel
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	3 1000001 SERRA INARA LT Ready PCS XFR EXT 472 BAY 9/30/2018 472 BAY 10/1/2018 66381 1102PM 0rder
	CGC MOBILE CGC MOBILE 01/24/18
	4 124444 FRYE KAYLEE MK3 Authorized PCS XFR EXT 208 BAY 6/1/2018 208 BAY 6/1/2018 3848 90976PM Order
	PCS DPT PCS RPT Separations Authorized PCS SELRES RMMs-CSPY-FSA TOY ···· ··· ··· ··· ··· ··· ··· ···
7	The Sort parameters will display. Ensure My data has headers is checked and
	using the Sort by drop-down, select Order Type. Click OK.
	Sort ? ×
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	Column Sort On Order
	Sort by Order Type Values A to Z
	OK Cancel

Procedures,

continued

Step						1	Action					
8	Tł	ne wor	ksheet w	ill now	v be list	ed with	n PCS	orders	at the t	op with	n Reser	ve orders
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	3				LT	Ready		PCS	XFR	EXT	472	CGC MORRO BAY
	4				MK3	Authorized		PCS	XFR	EXT	208	CGC MOBILE BAY
	5				BM2	Authorized		PCS	XFR	EXT	408	CG STA TOLEDO
	6				BM3	Authorized		PCS	XFR	PCS	534	CG STA STURGEC
	7				MK1	Authorized		PCS	XFR	FLT	539	CG STA CALUMET
	8				ISS3	Authorized		PCS	XFR	PCS	10071	DD-D9 INTEL BRA
	9				LT	Authorized		PCS	XFR	PCS	7652	MSU CLEVELAND
	10				MK2	Authorized		PCS	XFR	PCS	448	CG STA CHARLEV
					IVIK1	Ready		PCS DCS	VED	PCS	215	CG STA ERIE
	12				BM1	Ready		PCS	VED	PCS	203	CG STA ROCHEST
	14				MKC	En route		PCS	XFR	PCS	448	CG STA CHARLEV
	15				SK1	Ready		PCS	XFR	PCS	42181	BASE CLEV PROC
	16				BM2	Ready		PCS	XFR	PCS	190	CG STA CLEVELAN
	17				BM2	En route		PCS	XFR	PCS	492	CG STA MANISTE
	18				BM2	Authorized		PCS	XFR	PCS	212	CG STA BUFFALO
	19				OS2	Ready		PCS	XFR	PCS	7427	SEC DETROIT CM
	20				SK1	Ready		PCS	XFR	PCS	190	CG STA CLEVELAN
	21				AETC	Ready		PCS	XFR	PCS	48070	HENRY FORD CO
	22				FN	En route		PCS	XFR	PCS	461	CG STA SHEBOYG
	23				SK2	En route		PCS	XFR	PCS	199	CG STA GRAND H
	24				MST1	En route		PCS	XFR	PCS	7435	SEC DETROIT INS
	25				LCDR	Authorized		PCS	XFR	PCS	8990	D9 LEGAL STAFF
	26				MK3	Authorized		PCS	XFR	PCS	447	CG STA ROCHEST
	27				OS1	En route		PCS	XFR	PCS	7427	SEC DETROIT CM
	28				BM3	En route		PCS	XFR	PCS	7436	SEC DETROIT WT
	29				CDR	Authorized		PCS	XFR	PCS	38658	PSU 309 LOGIST
	RO				ICDR	Ready		DCS.	XFR	IPCS	45010	ID9 FORCE READI

Procedures, continued

Step			A	ction					
9	Scroll down pa	st the PCS an	d select all	l the or	ders tl	nat are	labeled	l as Re	eserve.
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	204 🗈 <u>С</u> ору	ME3	En route	TITLE10	Reserve			539	CG STA CAI
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	215 <u>H</u> ide	ENS	En route	EAD	Reserve			44384	SEC SS MA
	216 <u>U</u> nhide	LTJG	En route	EAD	Reserve			210	AIRSTA DE
	217	LTJG	En route	EAD	Reserve			7443	SEC SS MA
	218	LTJG	En route	EAD	Reserve			6600	CGC HOLLY
	219	LTJG	En route	EAD	Reserve			7427	SEC DETRO
	20	LTJG	En route		Reserve			7427	MSU CHIC
	221	HSC	En route	ADOS-AC	Reserve			38658	PSU 309 LC
	222	HSC	En route	ADOS-AC	Reserve			633	PORT SECU
	224	CS1	En route	ADOS-AC	Reserve			462	CG STA ST
	225	BM1	Authorized		Sep	RWP	RWP	534	CG STA STU
	226	BM1	Authorized		Sep	RWP	RWP	196	CG STA MA
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Procedures, continued

Step			А	ction				
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	and select	t Paste.						
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	31							
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	Select destina	ation and press ENTER or cho	ose Paste					

Procedures,

continued

Step	Action
11	Repeat Steps 8 & 9 to copy and paste all Separation orders to the Separations
	tab; then copy and paste all TAS under the All Other TDY tab.
10	One of the Decome Conception of TAC and on the transformed to the
12	Once all the Reserve, Separation, and IAS orders have been added to the
	Reserve. Separation. and TAS orders from the PCS DPT worksheet
13	On the PCS DPT tab: Highlight the entire spreadsheet by clicking the arrow in
	the upper left corner of the spreadsheet. From the toolbar under Home, select
	Sort & Filter > Custom Sort.
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	S BM2 Authorized PCS XFK EX1 408 [Cs S1A TOLEDO 5/1/2018 408 [Cs S1A TOLEDO 6 BM3 Authorized PCS XFR PCS S34 CG STA STURGEON BAY 8/27/2018 S34 CG STA STURGEON BAY 7 MK1 Authorized PCS XFR PIT S39 CG STA STURGEON BAY
	8 1533 Authorized PCS XFR PCS 10071 DD-D9 INTEL BRANCH (DRI) 7/1/2019 10071 DD-D9 INTEL BRANCH (DRI) 9 LT Authorized PCS XFR PCS 7652 MSU CLEVELAND 10/1/2019 7652 MSU CLEVELAND
	10 MK2 Authorized PCS XFR PCS 448 CG STA CHARLEVOIX 11/L/2020 7006 PATFOR SWA BAHRAIN 11 MK1 Ready Incs YER PCS 213 ICG STA FAIL 9/27/2020 48319 ICGC ROBERT GOI DMAN 11 PCS NER PCS YER PCS 213 ICG STA FAIL 9/27/2020 48319 ICGC ROBERT GOI DMAN
	PCS KP1 Separations Authonized PCS SELIKES KMMX5-CSY1-SA TDY A Schol (+) : (Image: 895567.7733 Count: 1905 Sum: 596448137 Image: 895567.7733 Count: 1905 Sum: 596448137 Image: 895567.7733 Count: 1905 Filler Fi
14	The Sort parameters will display. Ensure My data has headers is checked and using the Sort by drop down, select Status, Click OK
	using the Soft by drop-down, select Status. Click OK.
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	Column Sort On Order
	Sort by Status Cell Values A to Z
	OK Cancel

Procedures,

continued



Procedures,

continued

Step				Action			
16	Once all the	Authorized	l orders ha	ve been add	led to	the Authori	zed PCS
	worksheet (t	ab), return	to the PCS	S DPT wor	ksheet	t, and delet	e the Authorized
	orders from	the PCS D	P I WORKSH	eet.			
17	The PCS DF	T workshe	et should 1	now only li s	st orde	ers with a s	tatus of En route
	or Ready.	The follows	ng 1s optic	onal but reco	ommer	ided to allo	w for easier
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	4	CS3	Outside Borders	RGEON BAY	9/11/2020 CC	GC HARRIET LANE	9/19/2020 11:28:15.7928 9/22/2020 1:55:42 33738
	6	LT H	Bottom Double Border	O BAY	9/30/2018 C	GC MORRO BAY	10/1/2018 5:51:15.35110
	8	BM1	Thick Bottom Border	HESTER	9/27/2020 Co	GC ROBERT GOLDMAN	9/28/2020 8:53:10.72368 11/14/2020 8:20:23 86928

Procedures, continued

Step						Action	1			
20	Highl	ight the	e entire	worksł	ieet a	and select S	ort &	Filter then	n Cust	tom Sort.
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	2		MKC	En route	PCS	CG STA CHARLEVOIX	9/18/2020	CGC ROBERT GOLDMAN	9/28/2020	Reapply
	4		FN	En route	PCS	CG STA SHEBOYGAN	9/22/2020	CGC ROBERT GOLDMAN	9/28/2020	9:23:10.25086
	5		SK2	En route	PCS	CG STA GRAND HAVEN	9/19/2020	CG STA COOS BAY	9/30/2020	9:37:17.78021
	6		MST:	1 En route	PCS	INSPECTIONS DIV	8/9/2020	MSU CHICAGO	8/14/2020	11:24:45.5352
	8		BM3	En route	PCS	MGT DIV	7/21/2020	CG MFPU KINGS BAY	8/24/2020	12:18:59.9563
	9		CAPT	En route	PCS	AIRSTA DETROIT	7/15/2020	COMMANDANT (CG-93)	7/31/2020	4:26:25.77944
	10		ME3	En route	PCS	CG STA CHICAGO	9/8/2020	CGC ALERT	9/28/2020	1:16:46.71938
	11		SN	En route	PCS	CG STA OSWEGO	9/14/2020	MST A SCHOOL	9/27/2020	2:16:05.36849
	12		FN	En route	PCS	CGC NEAH BAY	9/1/2020	YN A SCHOOL	10/3/2020	12:52:02.8389
	14		CS3	En route	PCS	CG STA STURGEON BAY	9/11/2020	CGC HARRIET LANE	9/19/2020	11:28:15.7928
	15		OS1	En route	PCS	CENTER	9/17/2020	KODIAK	9/22/2020	1:55:42.33738
	16		LT	Ready	EXT	CGC MORRO BAY	9/30/2018	CGC MORRO BAY	10/1/2018	5:51:15.35110
	17		MK1 BM1	Ready	PCS	CG STA ERIE	9/27/2020	CGC ROBERT GOLDMAN	9/28/2020	8:53:10.72368
	19		BM1	Ready	PCS	CG STA MILWAUKEE	11/12/2020	CGC WRANGELL	11/14/2020	8:34:36.77080
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	4			BM3	En route	PCS	MGT DIV	7/21/2020	CG MFPU KINGS BAY	8/24/2020	12:18:59.9563	
	5			ETCS	Ready	PCS	COMMUNICATIONS DIV	9/11/2020	SEC DETROIT CMD CADRE	9/12/2020	3:16:07.50636	
	6			CS3	En route	PCS	CG STA STURGEON BAY	9/11/2020	CGC HARRIET LANE	9/19/2020	11:28:15.7928	
	7			SK1	Ready	PCS	DEPT(S)	9/1/2020	PATFOR SWA BAHRAIN	9/20/2020	7:30:36.26462	
	8			OS1	En route	PCS	CENTER	9/17/2020	KODIAK	9/22/2020	1:55:42.33738	
	9			SK1	Ready	PCS	CG STA CLEVELAND HBR	9/18/2020	COMMANDANT (CG-9325	9/23/2020	12:07:17.1616	
	10			AEIC	Ready	PCS	HENRY FORD COLLEGE	9/20/2020	ALC LRS ENGINEERING BR	9/25/2020	7:46:39.89886	
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	12			FN	Ready	PCS	CCC KATMAL BAY	9/26/2020	BM A SCHOOL	9/27/2020	11-22-46 0240	
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	12 13 14 15			FN FN SN MKC BM2	Ready Ready Ready En route	PCS PCS PCS PCS	CGC KATMAI BAY CGC MORRO BAY CG STA CHARLEVOIX CG STA MANISTEF	9/26/2020 9/25/2020 9/18/2020 9/18/2020	BM A SCHOOL BM A SCHOOL CGC ROBERT GOLDMAN	9/27/2020 9/27/2020 9/28/2020 9/28/2020	11:23:46.0840 2:41:23.60120 1:47:04.86595 9:20:27 74002	
	12 13 14 15 16			FN FN SN MKC BM2 FN	Ready Ready Ready En route En route	PCS PCS PCS PCS PCS PCS	CGC KATMAI BAY CGC MORRO BAY CG STA CHARLEVOIX CG STA MANISTEE CG STA SHEBOYGAN	9/26/2020 9/25/2020 9/18/2020 9/6/2020 9/22/2020	BM A SCHOOL BM A SCHOOL CGC ROBERT GOLDMAN CGC ROBERT GOLDMAN	9/27/2020 9/27/2020 9/28/2020 9/28/2020 9/28/2020	11:23:46.0840 2:41:23.60120 1:47:04.86595 9:20:27.74002 9:23:10.25086	
	12 13 14 15 16 17 18			FN FN SN MKC BM2 FN ME3	Ready Ready En route En route En route En route	PCS PCS PCS PCS PCS PCS PCS	CGC KATMAI BAY CGC MORRO BAY CG STA CHARLEVOIX CG STA MANISTEE CG STA SHEBOYGAN CG STA CHICAGO	9/26/2020 9/25/2020 9/18/2020 9/6/2020 9/22/2020 9/8/2020	BM A SCHOOL BM A SCHOOL CGC ROBERT GOLDMAN CGC ROBERT GOLDMAN CGC ROBERT GOLDMAN CGC ALERT	9/27/2020 9/27/2020 9/28/2020 9/28/2020 9/28/2020 9/28/2020	11:23:46.0840 2:41:23.60120 1:47:04.86595 9:20:27.74002 9:23:10.25086 1:16:46.71938	
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	8				OS1	En route	PCS	CENTER	9/17/2020	KODIAK	9/22/2020	1:55:42.33738		
	10				AFTC	Ready	PCS	HENRY FORD COLLEGE	9/20/2020	ALC LRS ENGINEERING BR	9/25/2020	7:46:39.89886		
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	13				FN	Ready	PCS	CGC KATMAI BAY	9/26/2020	BM A SCHOOL	9/27/2020	11:23:46.0840		
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	16				BM2	En route	PCS	CG STA MANISTEE	9/6/2020	CGC ROBERT GOLDMAN	9/28/2020	9:20:27.74002		
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	5			SN	En route	PCS	RECRUIT BAS	IC TRAINING	9/11/2020	CGC BRISTOL BAY	9/12/202	08/19/20 7:56:16.383146PM	
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	3				ME1	Ready	RLS	PORT SECURITY UNIT 309	9/30/2020	PORT SECURITY UNIT 309	9/30/2020	9:39:54.48	
	4				SK2	Authorized	RWP	CG STA TOLEDO	10/13/2020	CG STA TOLEDO	10/13/2020	11:08:41.8	
	5				SN	Ready	RLS	CG STA MILWAUKEE	10/17/2020	CG STA MILWAUKEE	10/17/2020	11:47:06.2	
	6				AET3	Ready	RLS	AIRSTA TRAVERSE CITY	10/27/2020	AIRSTA TRAVERSE CITY	10/27/2020	10:40:45.1	
	7				IT1	Authorized	RWP	ESD BUFFALO	10/31/2020	ESD BUFFALO	10/31/2020	10:52:26.9	
	8				YNC	Ready	RWP	BASE CLEV P&A DIV	10/31/2020	BASE CLEV P&A DIV	10/31/2020	12:01:19.3	
	9				HSC	Ready	RWP	BASE CLEV HSWL DEPT (H)	10/31/2020	BASE CLEV HSWL DEPT (H)	10/31/2020	10:44:32.1	
	10				FN	Ready	RWP	CG STA BAYFIELD	11/5/2020	CG STA BAYFIELD	11/5/2020	9:37:56.26	<u> </u>
	11	_			DC3	Ready	RLS	SEC LAKE MICH ENG/SUPPORT DIV	11/5/2020	SEC LAKE MICH ENG/SUPPORT DIV	11/5/2020	9:17:19.98	
	12				CS2	Ready	RWP	CG STA CHARLEVOIX	11/14/2020	CG STA CHARLEVOIX	11/14/2020	4:03:27.46	
	13				PACA	Ready	RLS	BASE CLEVELAND	11/1//2020	SFU GRAND HAVEN	11/1//2020	1.20.10 77	<u> </u>
	14				DIVICIVI	Ready	RWP	SEC DETROIT CMD CENTER	11/30/2020	DASE CLEVELAND	11/30/2020	11:20:10.77	<u> </u>
	15				ER.SA	Ready	DWD		11/30/2020	AIRSTA DETROIT	11/30/2020	10:32:10.0	
	10				BMCM	Ready	DWD		11/30/2020		11/30/2020	1.28.18 77	
	17				SN	Ready	DIS	CG STA GRAND HAVEN	12/5/2020	CO STA GRAND HAVEN	12/5/2020	11:12:05 0	<u> </u>
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	4			BM2	Authorized	EXT	CG STA TOLEDO	5/1/2	018 CG STA TOLEDO	6/1/2018	9:38:16.30	
	6			MK1	Authorized	FLT	CG STA STORGEON BAY	6/1/2	019 CG STA CALUMET HARBOR	7/1/2019	8:04:02.28	
	7			ISS3	Authorized	PCS	DD-D9 INTEL BRANCH (DRI)	7/1/2	019 DD-D9 INTEL BRANCH (DRI)	7/30/2019	11:39:25.2	
	9			MK2	Authorized	PCS	CG STA CHARLEVOIX	11/1/2	020 PATFOR SWA BAHRAIN	12/1/2020	9:38:26.17	
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	13			CDR	Authorized	PCS	PSU 309 LOGISTICS DEPT	10/1/2	020 PSU 307 COMMAND STAFF	10/1/2020	5:18:00.71	
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	11		LCDR	Authorized	PCS	D9 LEGAL STAFF (DL)	10/1/2020	D13 LEGAL STAFF (DL)	10/1/2020 11:24:22.4	
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	14		LCDR	Authorized	PCS	D9 PLNG & FORCE RDNS DIV (DX)	10/1/2020	D9 INCIDENT MGMT BR (DRM)	10/1/2020 10:43:12.2	
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2				BM1	En route	ADOS-AC	WATERSID	12/1/2019	MISSIONS	12/1/2019	11:04:46.6
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5				BM1	Authorized	ADOS-AC	SECURITY	10/1/2020	SECURITY	10/1/2020	12:42:48.3
6				BM1	Authorized	ADOS-AC	SECURITY	3/29/2021	SECURITY	3/29/2021	12:42:48.3
7				SN	En route	IADT	SHORESID	5/10/2020	SCHOOL	5/10/2020	1:26:40.96
8				SN	En route	IADT	MARBLEHE	7/26/2020	MARBLEHE	7/26/2020	10:05:19.8
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	3				BMC	En route	ADT-AT	PORT	9/30/2020	PORT	9/30/2020	12:16:00.8	
	4				МКС	Ready	MEDHOLD	SECURITY	10/1/2020	SECURITY	10/1/2020	7:14:17.21	
	5				ME3	Ready	ADOS-AC	SHORESID	10/1/2020	SECURITY	10/1/2020	11:40:21.9	
	6				MSTCM	Ready	ADOS-RC	COMMAN	10/4/2020	PSC RPM	10/4/2020	10:31:34.7	
	7				YN1	Authorized	ADOS-AC	SECURITY	10/31/2020	SECURITY	10/31/2020	9:54:10.39	
	8				ME1	Authorized	ADOS-AC	SECURITY	11/2/2020	SECURITY	11/2/2020	11:03:03.8	
	9				SN	En route	IADT	MARBLEH	11/13/2020	MARBLEHE	11/13/2020	10:05:19.8	
	10				BMC	Authorized	MEDHOLD	SECURITY	11/30/2020	SECURITY	11/30/2020	10:24:12.9	
	11				ISC	Authorized	ADOS-AC	COMMAN	12/29/2020	CENTRAL	12/29/2020	2:06:22.08	
	12				МКС	Ready	MEDHOLD	SECURITY	12/31/2020	SECURITY	12/31/2020	7:14:17.21	
	13				ME3	Ready	ADOS-AC	SECURITY	12/31/2020	SHORESID	12/31/2020	11:40:21.9	
	14				ME1	En route	ADHC	CLEVELAN	0 1/14/2021	CLEVELAND	1/14/2021	8:05:26.52	
	15				BM1	Authorized	ADOS-AC	SECURITY	3/29/2021	SECURITY	3/29/2021	12:42:48.3	
	16				MK2	Authorized	ADOS-AC	SECURITY	3/29/2021	SECURITY	3/29/2021	7:32:13.54	
	17				SK1	Authorized	ADOS-AC	SECURITY	3/29/2021	SECURITY	3/29/2021	9:13:42.81	
	18				ME1	Authorized	ADOS-AC	SECURITY	4/30/2021	SECURITY	4/30/2021	11:03:03.8	
	10				ITIG	En route	EAD	місн	5/16/2021	IACKSONIVI	5/16/2021	3-26-32 87	

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	7				SN	Ready		TAS	XFR	TDY	6600	CGC HOLLYHOCK	9/13/2020			9/14/2020	
	8				MK2	Ready		TAS	XFR	TDY	463	CGC KATMAI BAY	8/16/2020			8/17/2020	
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