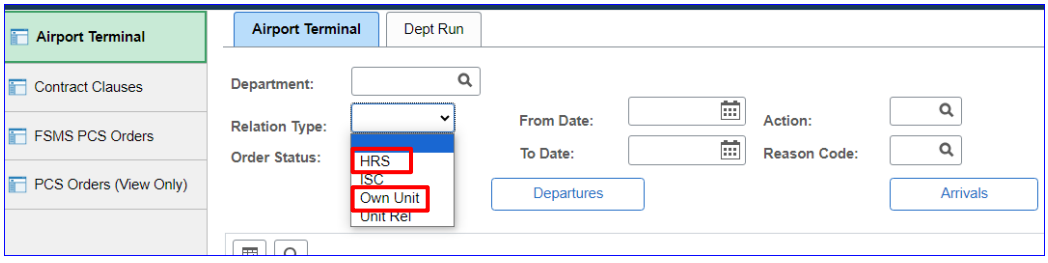
# SPO Paycut Roster

**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** tile.<br> |
| 2 | The Airport Terminal option will display to generate the following **Relation Type** rosters and save to your desktop:<br>• HRS Departures,<br>• HRS Arrivals,<br>• Own Unit Departures, and<br>• Own Unit Arrivals<br>  |

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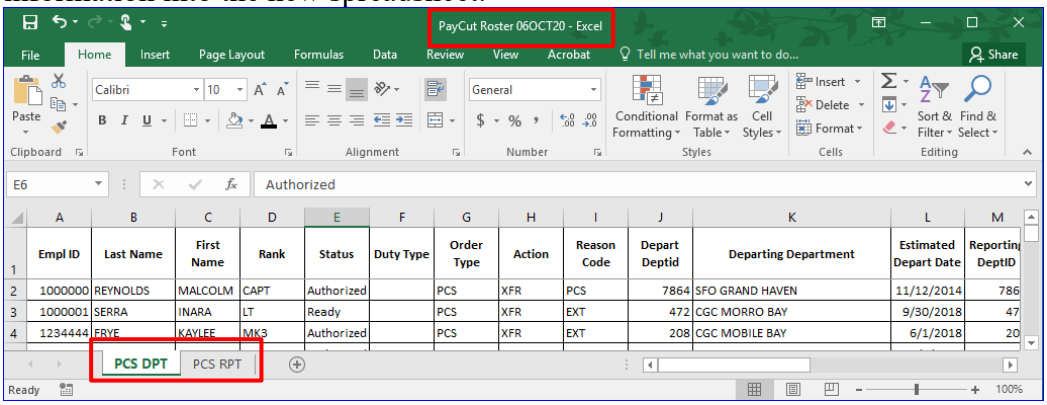
# SPO Paycut Roster, Continued

**Procedures**,
continued

| Step | Action |
|---|---|
| **3** | Merge all four rosters into one spreadsheet with two worksheets (tabs). Add both the HRS Departures and Own Unit Departures rosters to one worksheet labeled PCS DPT.<br><br>Add both the HRS Arrivals and Own Unit Arrivals rosters to a separate worksheet (tab) labeled PCS RPT.<br><br>Click Save As, enter a File Name, and change the Type to Excel Workbook. It is recommended to name the spreadsheet Paycut Roster XXXXXXX (use the date of next Paycut, i.e., 06OCT20). You should have something similar to below.<br><br>**NOTE:** You may also open a blank Excel spreadsheet and copy and paste the information into the new spreadsheet.<br>  |

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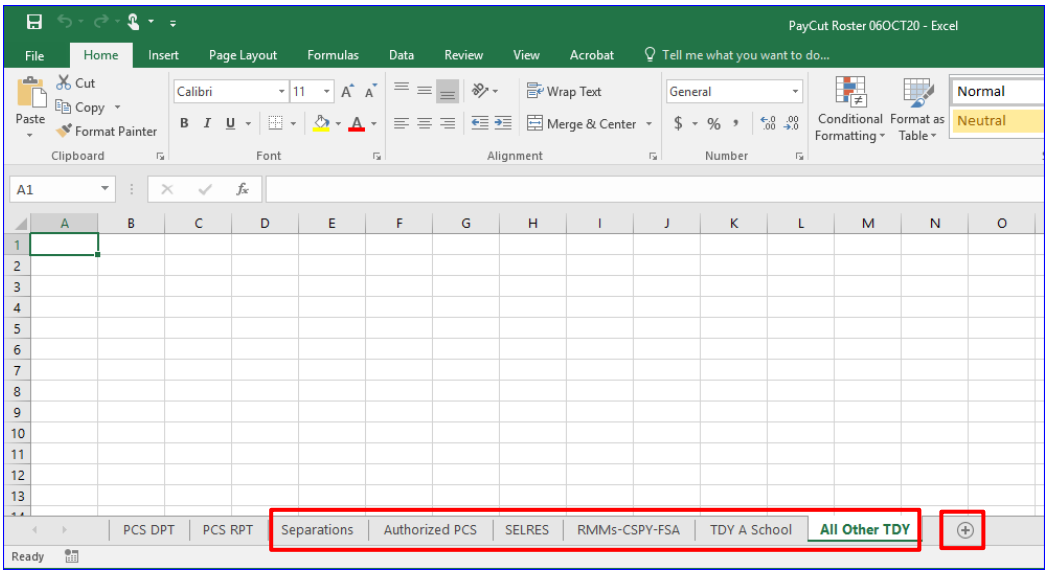
**Procedures**,
continued

| Step | Action |
|---|---|
| **4** | Once all the rosters have been combined on one spreadsheet with two worksheets (tabs), add the following Tabs in the following order:<br>• Separations<br>• Authorized PCS<br>• SELRES<br>• RMMs-CSPY-FSA<br>• TDY A School<br>• All Other TDY<br>  |

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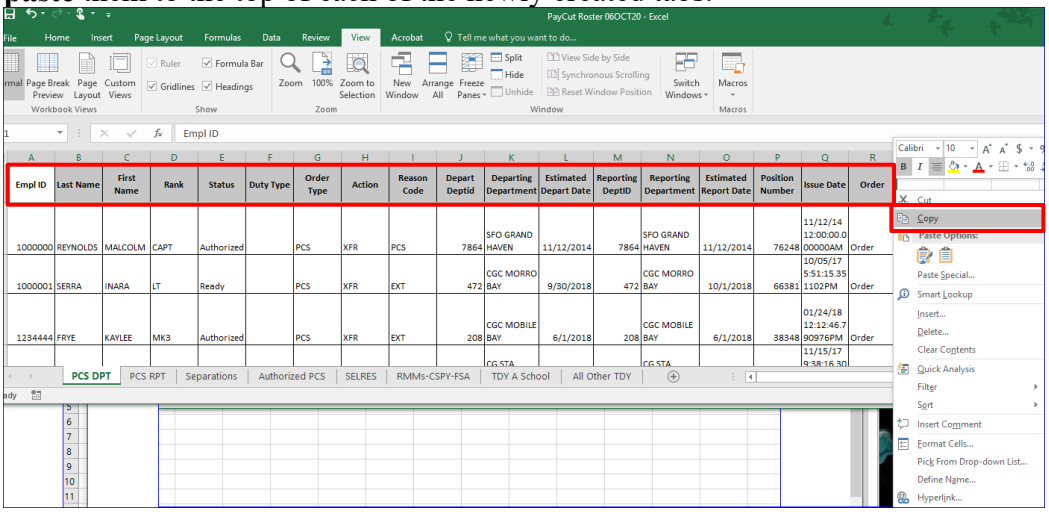
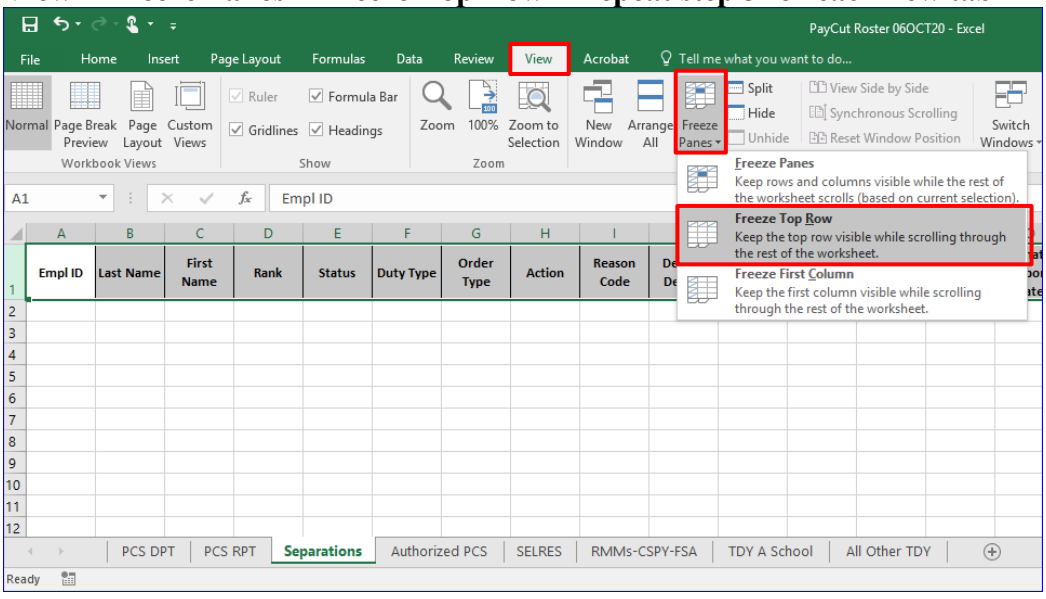
**Procedures**,
continued

| Step | Action |
|---|---|
| **5** | Once the tabs have been added, **copy** the headers from the PCS DPT tab and **paste** them to the top of each of the newly created tabs.<br>  <br>After pasting the header row to the Separations tab, from the toolbar, select **View > Freeze Panes > Freeze Top Row**. **Repeat step 3 for each new tab**.<br>  |

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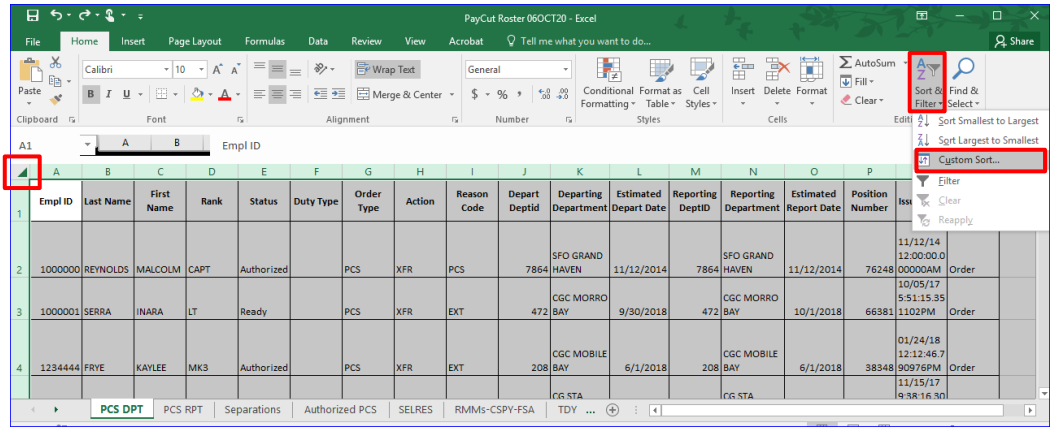
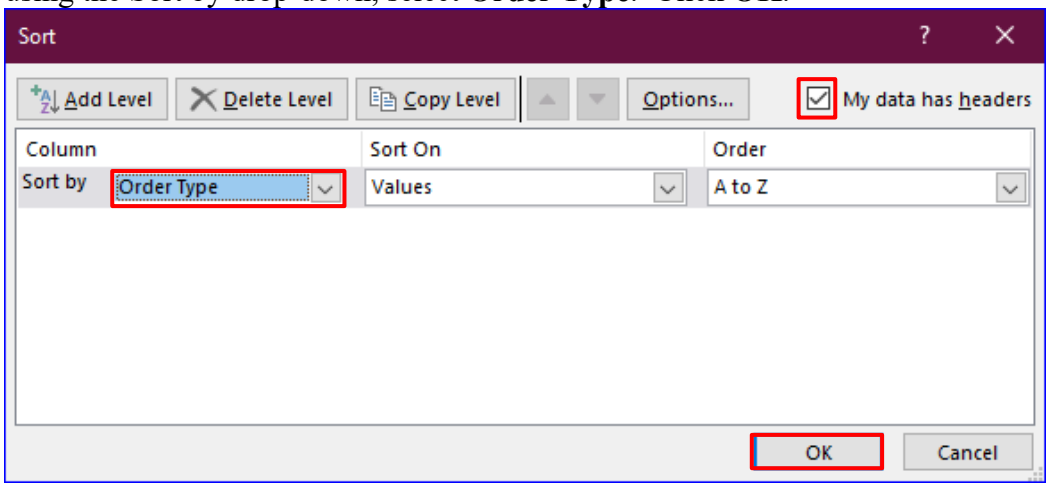
**Procedures**,
continued

| 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**.   |
| 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**.   |

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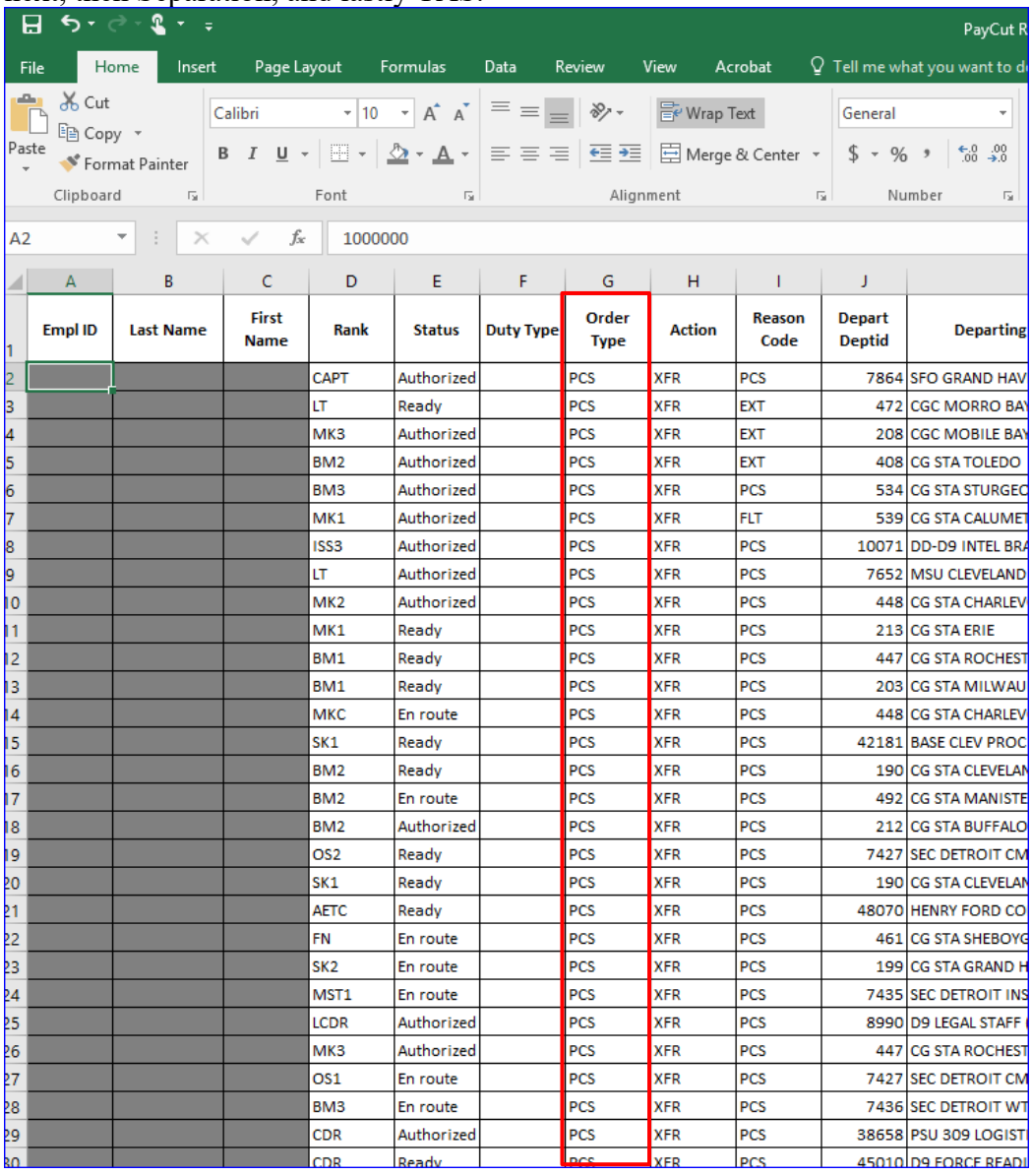
**Procedures**,
continued

| Step | Action |
|---|---|
| **8** | The worksheet will now be listed with PCS orders at the top with Reserve orders next, then Separation, and lastly TAS. |



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| | A | B | C | D | E | F | G | H | I | J | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Duty Type | Order Type | Action | Reason Code | Depart Deptid | Departing |
| 2 | | | | CAPT | Authorized | | PCS | XFR | PCS | 7864 | SFO GRAND HAV |
| 3 | | | | LT | Ready | | PCS | XFR | EXT | 472 | CGC MORRO BA |
| 4 | | | | MK3 | Authorized | | PCS | XFR | EXT | 208 | CGC MOBILE BA |
| 5 | | | | BM2 | Authorized | | PCS | XFR | EXT | 408 | CG STA TOLEDO |
| 6 | | | | BM3 | Authorized | | PCS | XFR | PCS | 534 | CG STA STURGEO |
| 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 |
| 11 | | | | MK1 | Ready | | PCS | XFR | PCS | 213 | CG STA ERIE |
| 12 | | | | BM1 | Ready | | PCS | XFR | PCS | 447 | CG STA ROCHEST |
| 13 | | | | BM1 | Ready | | PCS | XFR | PCS | 203 | CG STA MILWAU |
| 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 |
| 30 | | | | CDR | Ready | | PCS | XFR | PCS | 45010 | D9 FORCE READI |

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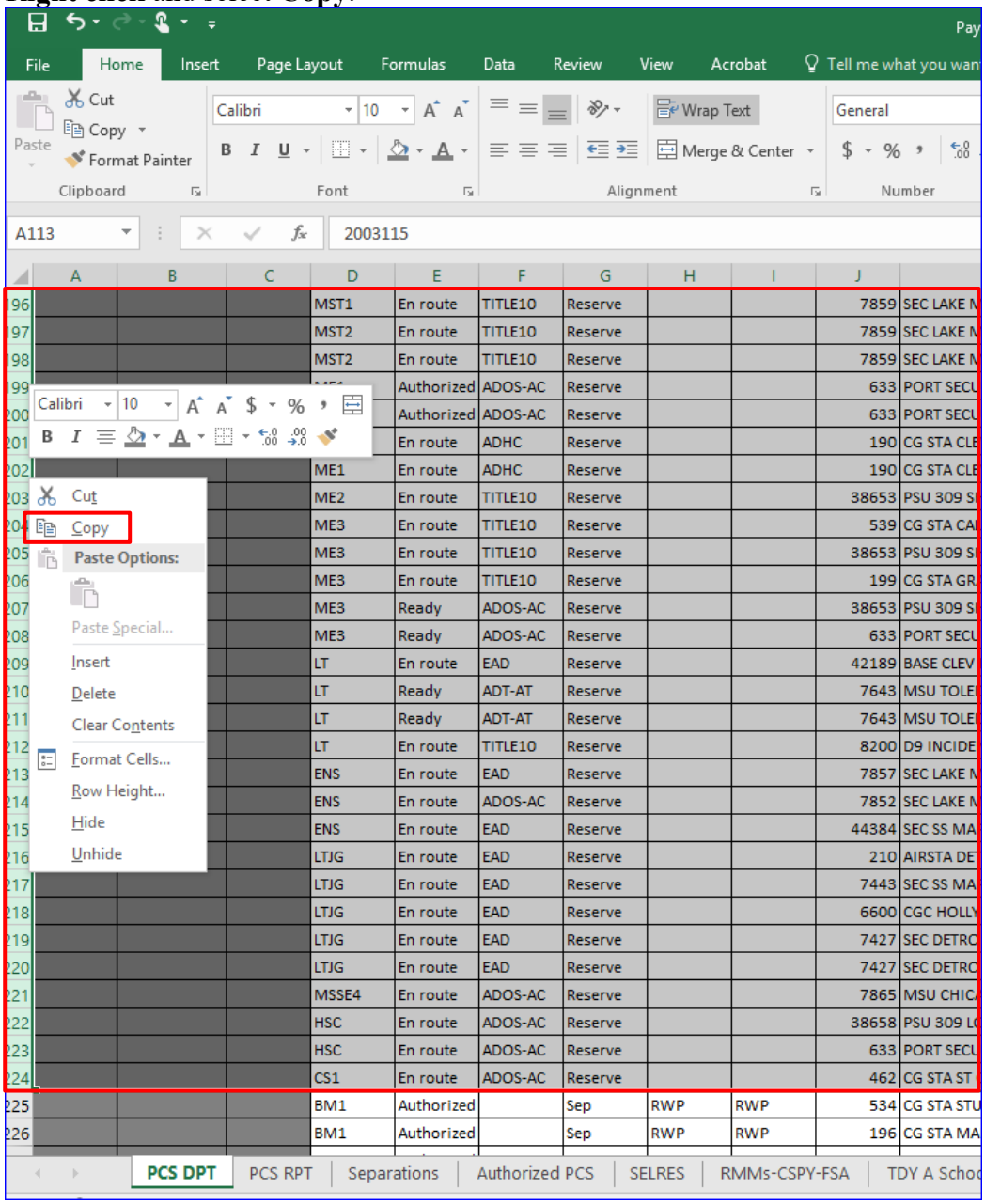
**Procedures**,
continued

| Step | Action |
|---|---|
| 9 | Scroll down past the PCS and **select all the orders that are labeled as Reserve**. **Right click** and select **Copy**.  |

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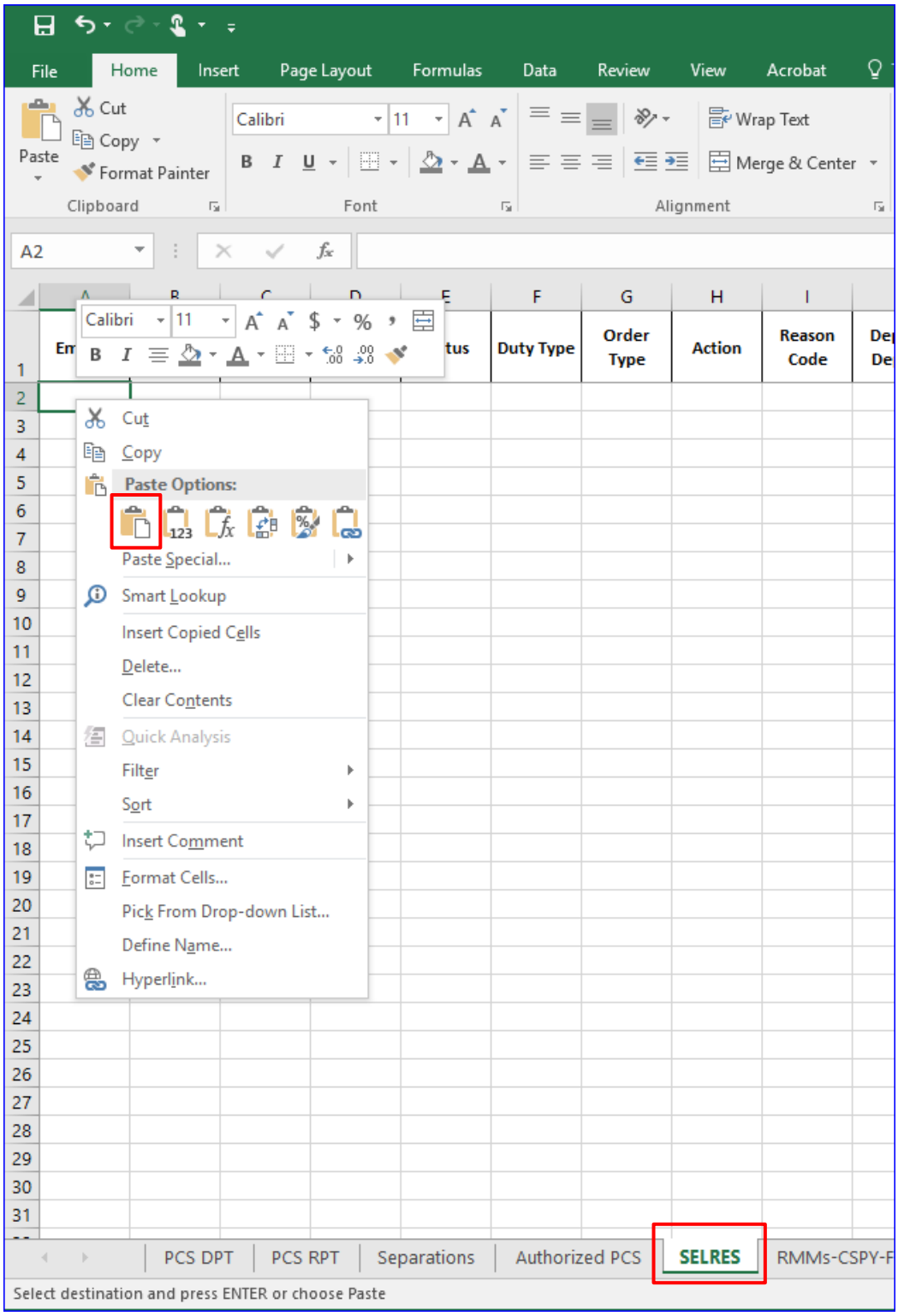
**Procedures**,
continued

| Step | Action |
|---|---|
| **10** | Go to the **SELRES tab** and **right click in the first block** under the header row and select **Paste**.   |

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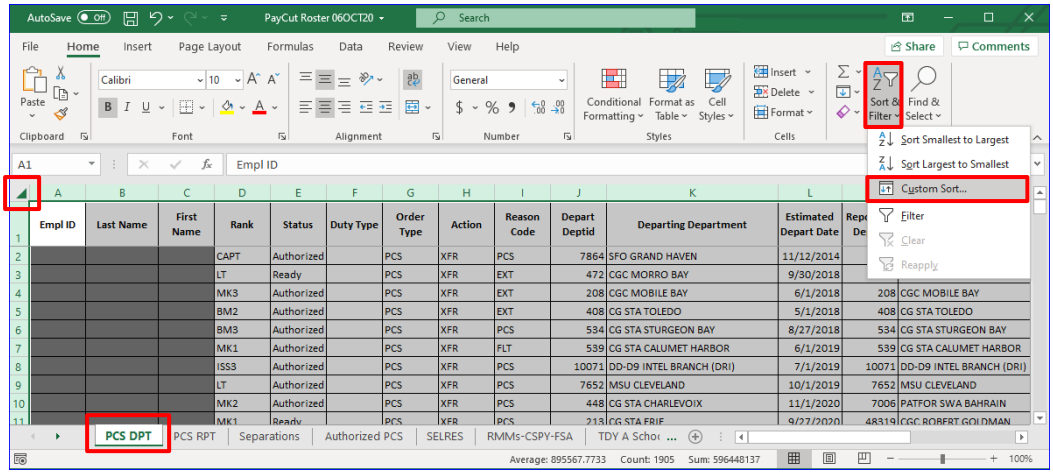
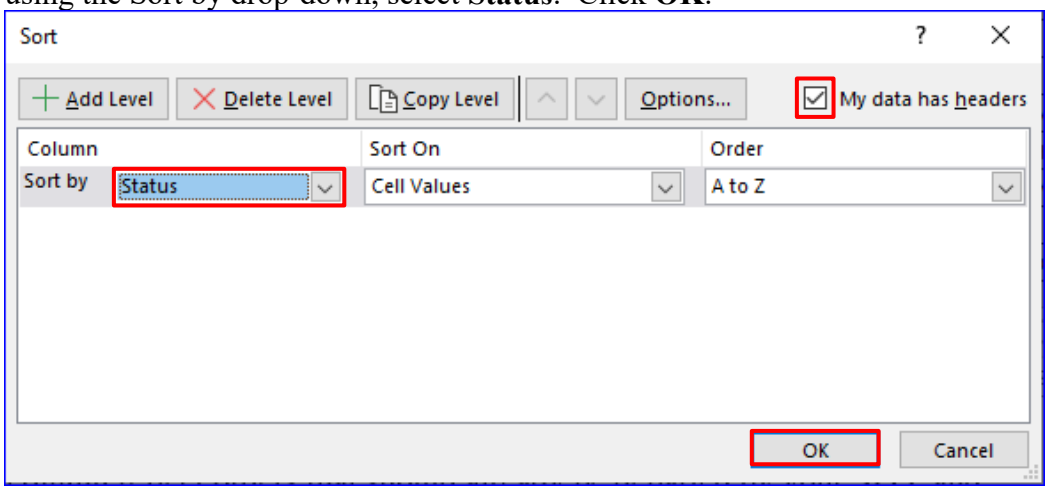
**Procedures**,
continued

| 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. |
| **12** | Once all the Reserve, Separation, and TAS orders have been added to the appropriate worksheet (tab), return to the **PCS DPT worksheet,** and **delete** 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**.<br>  |
| **14** | The Sort parameters will display. Ensure **My data has headers** is checked and using the Sort by drop-down, select **Status**. Click **OK**.<br>  |

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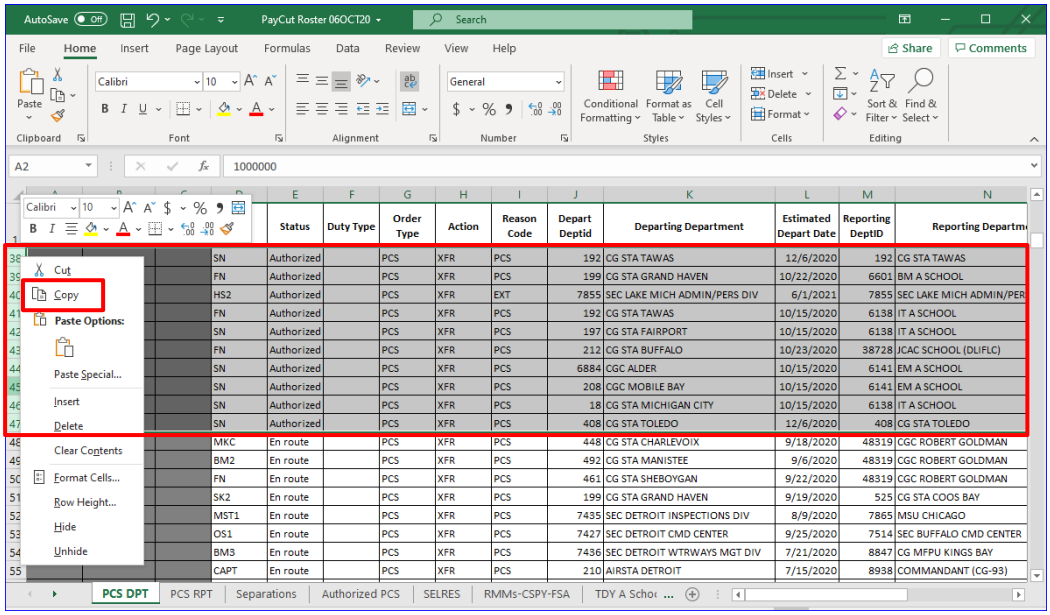
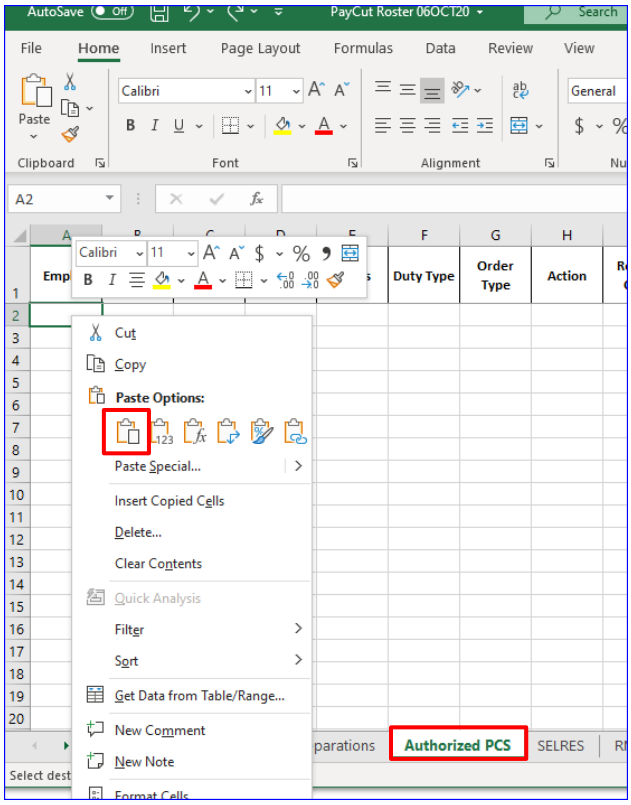
**Procedures**,
continued

| Step | Action |
|---|---|
| 15 | **Select** all the rows with an **Authorized** status, **right-click** and select **copy**. Go to the **Authorized PCS** tab, **right click in the first block** under the header row and select **Paste**. |

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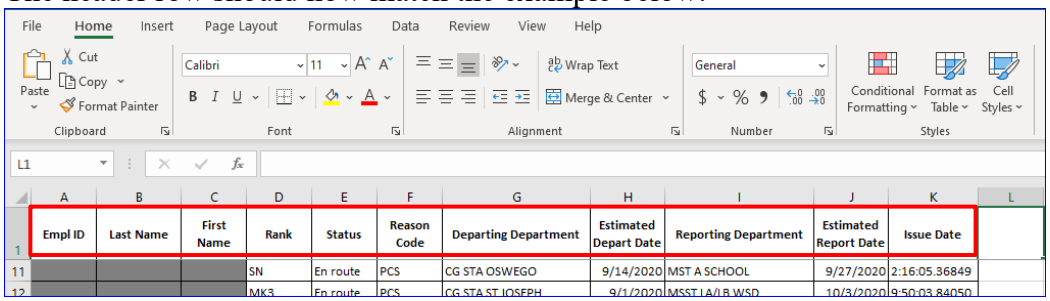
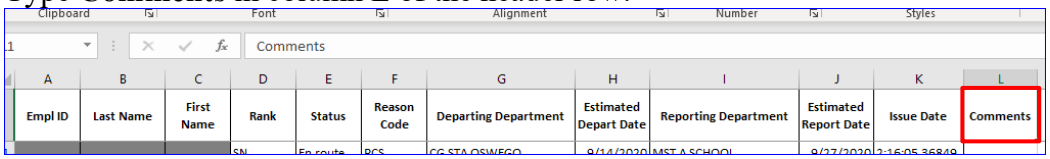
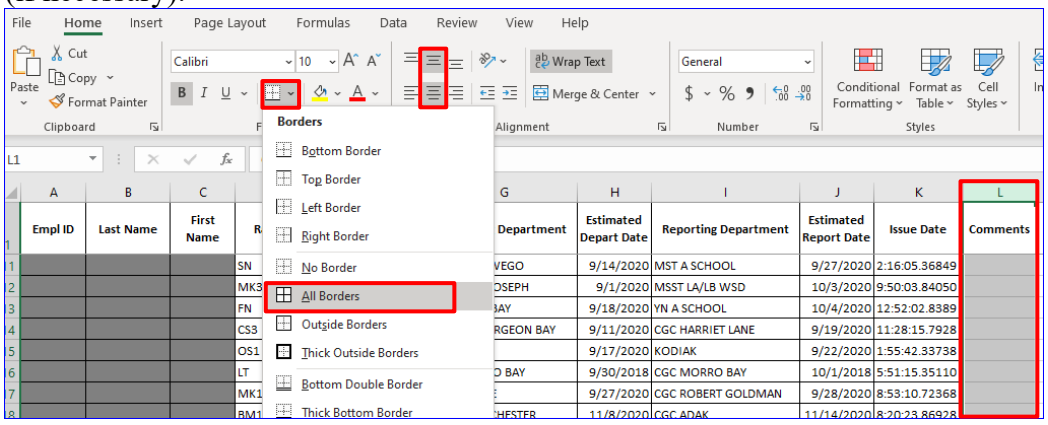
**Procedures**,
continued

| Step | Action |
|---|---|
| **16** | Once all the Authorized orders have been added to the Authorized PCS worksheet (tab), return to the **PCS DPT worksheet**, and **delete** the **Authorized** orders from the PCS DPT worksheet. |
| **17** | The PCS DPT worksheet should now **only list orders with a status of En route or Ready**. The following is optional but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Position Number<br>• Order<br><br>The header row should now match the example below:<br>  |
| **18** | Type **Comments** in column L of the header row.<br>  |
| **19** | **Highlight** column L and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |

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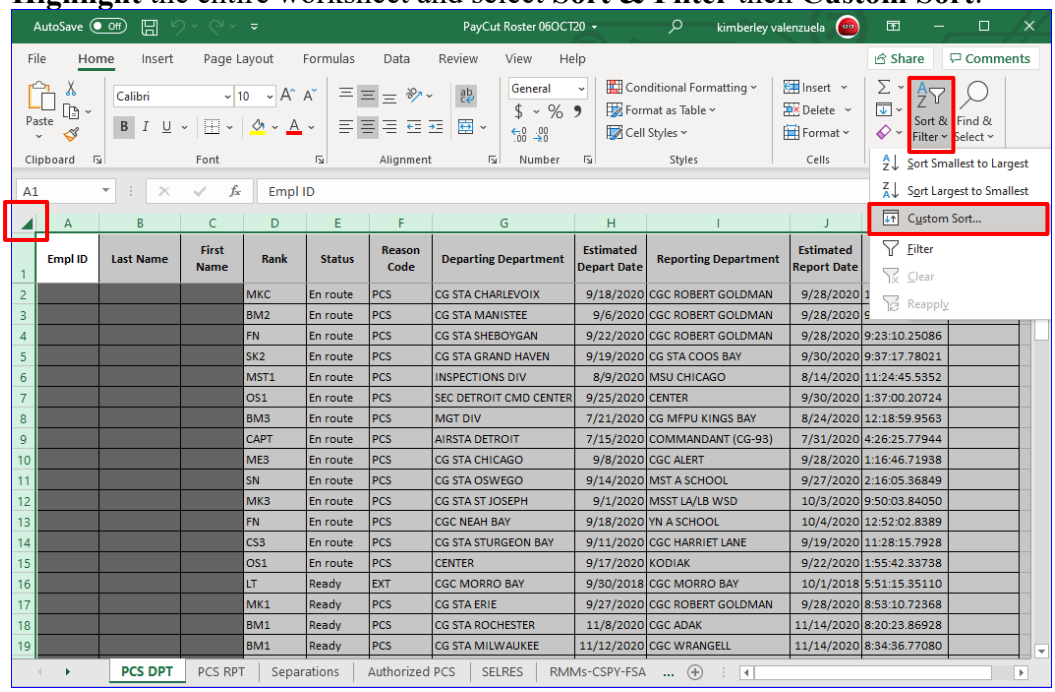
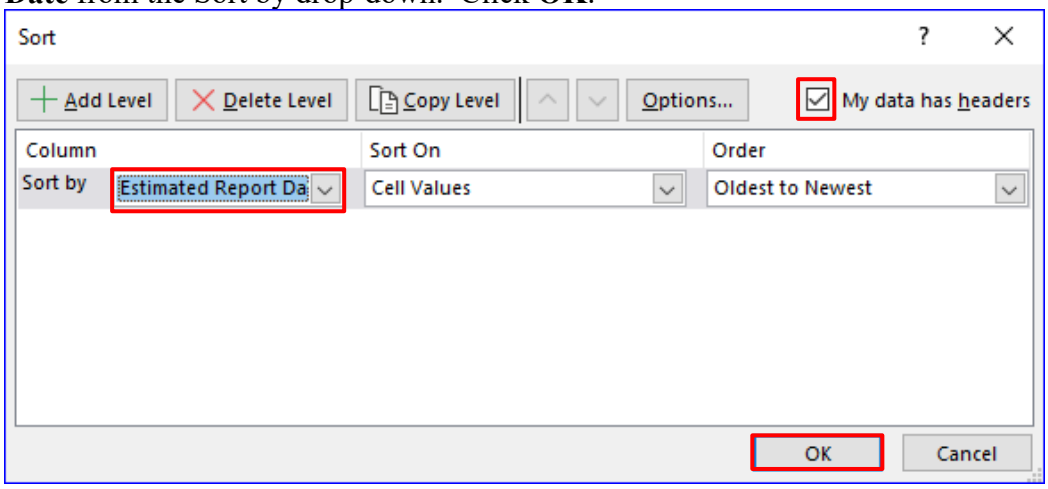
**Procedures**,
continued

| Step | Action |
|---|---|
| **20** | **Highlight** the entire worksheet and select **Sort & Filter** then **Custom Sort**.  |
| **21** | Ensure the **My data has headers** block is checked and select **Estimated Report Date** from the Sort by drop-down. Click **OK**.  |



| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | MKC | En route | PCS | CG STA CHARLEVOIX | 9/18/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 1 |
| | | | BM2 | En route | PCS | CG STA MANISTEE | 9/6/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 9 |
| | | | FN | En route | PCS | CG STA SHEBOYGAN | 9/22/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 9:23:10.25086 |
| | | | SK2 | En route | PCS | CG STA GRAND HAVEN | 9/19/2020 | CG STA COOS BAY | 9/30/2020 | 9:37:17.78021 |
| | | | MST1 | En route | PCS | INSPECTIONS DIV | 8/9/2020 | MSU CHICAGO | 8/14/2020 | 11:24:45.5352 |
| | | | OS1 | En route | PCS | SEC DETROIT CMD CENTER | 9/25/2020 | CENTER | 9/30/2020 | 1:37:00.20724 |
| | | | BM3 | En route | PCS | MGT DIV | 7/21/2020 | CG MFPU KINGS BAY | 8/24/2020 | 12:18:59.9563 |
| | | | CAPT | En route | PCS | AIRSTA DETROIT | 7/15/2020 | COMMANDANT (CG-93) | 7/31/2020 | 4:26:25.77944 |
| | | | ME3 | En route | PCS | CG STA CHICAGO | 9/8/2020 | CGC ALERT | 9/28/2020 | 1:16:46.71938 |
| | | | SN | En route | PCS | CG STA OSWEGO | 9/14/2020 | MST A SCHOOL | 9/27/2020 | 2:16:05.36849 |
| | | | MK3 | En route | PCS | CG STA ST JOSEPH | 9/1/2020 | MSST LA/LB WSD | 10/3/2020 | 9:50:03.84050 |
| | | | FN | En route | PCS | CGC NEAH BAY | 9/18/2020 | YN A SCHOOL | 10/4/2020 | 12:52:02.8389 |
| | | | CS3 | En route | PCS | CG STA STURGEON BAY | 9/11/2020 | CGC HARRIET LANE | 9/19/2020 | 11:28:15.7928 |
| | | | OS1 | En route | PCS | CENTER | 9/17/2020 | KODIAK | 9/22/2020 | 1:55:42.33738 |
| | | | LT | Ready | EXT | CGC MORRO BAY | 9/30/2018 | CGC MORRO BAY | 10/1/2018 | 5:51:15.35110 |
| | | | MK1 | Ready | PCS | CG STA ERIE | 9/27/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 8:53:10.72368 |
| | | | BM1 | Ready | PCS | CG STA ROCHESTER | 11/8/2020 | CGC ADAK | 11/14/2020 | 8:20:23.86928 |
| | | | BM1 | Ready | PCS | CG STA MILWAUKEE | 11/12/2020 | CGC WRANGELL | 11/14/2020 | 8:34:36.77080 |



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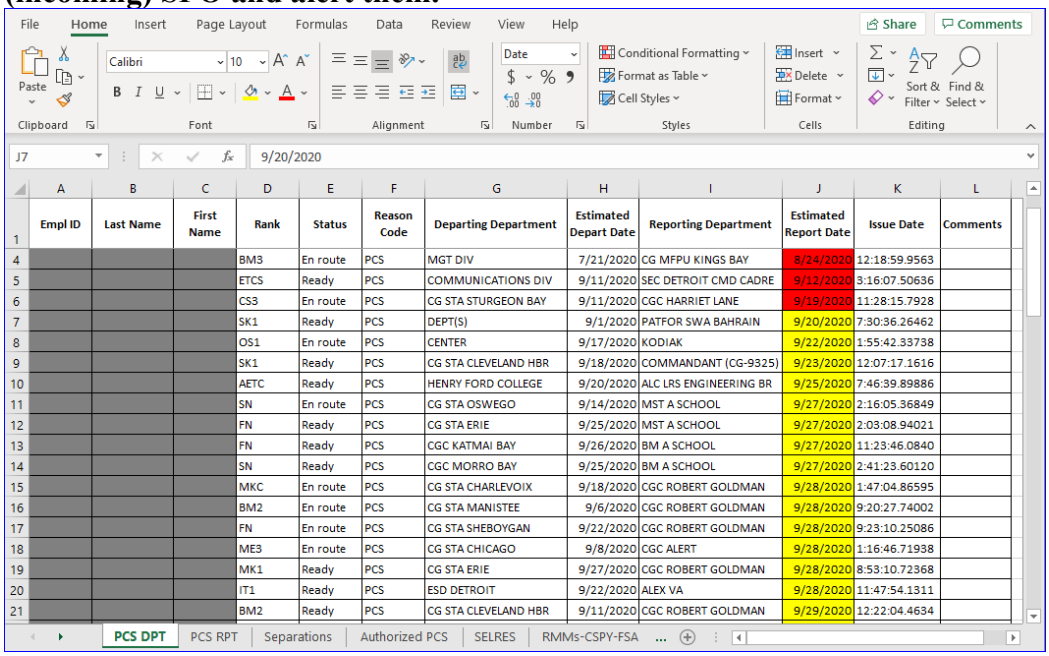
**Procedures**,
continued

| Step | Action |
|---|---|
| **22** | In **Column J** (Estimated Report Date):<br>• **Highlight** all dates that are past due through the current date in RED.<br>• **Highlight** all dates from tomorrow's date through next paycut in YELLOW.<br><br>This column reflects orders that should already be departed from your SPO and should be reported in by the new SPO (or your SPO if it's a fleet up/extension or local move).<br><br>**If your departed members have missed a paycut already, contact the new (incoming) SPO and alert them.** |




| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
| 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 | | | | AETC | Ready | PCS | HENRY FORD COLLEGE | 9/20/2020 | ALC LRS ENGINEERING BR | 9/25/2020 | 7:46:39.89886 | |
| 11 | | | | SN | En route | PCS | CG STA OSWEGO | 9/14/2020 | MST A SCHOOL | 9/27/2020 | 2:16:05.36849 | |
| 12 | | | | FN | Ready | PCS | CG STA ERIE | 9/25/2020 | MST A SCHOOL | 9/27/2020 | 2:03:08.94021 | |
| 13 | | | | FN | Ready | PCS | CGC KATMAI BAY | 9/26/2020 | BM A SCHOOL | 9/27/2020 | 11:23:46.0840 | |
| 14 | | | | SN | Ready | PCS | CGC MORRO BAY | 9/25/2020 | BM A SCHOOL | 9/27/2020 | 2:41:23.60120 | |
| 15 | | | | MKC | En route | PCS | CG STA CHARLEVOIX | 9/18/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 1:47:04.86595 | |
| 16 | | | | BM2 | En route | PCS | CG STA MANISTEE | 9/6/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 9:20:27.74002 | |
| 17 | | | | FN | En route | PCS | CG STA SHEBOYGAN | 9/22/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 9:23:10.25086 | |
| 18 | | | | ME3 | En route | PCS | CG STA CHICAGO | 9/8/2020 | CGC ALERT | 9/28/2020 | 1:16:46.71938 | |
| 19 | | | | MK1 | Ready | PCS | CG STA ERIE | 9/27/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 8:53:10.72368 | |
| 20 | | | | IT1 | Ready | PCS | ESD DETROIT | 9/22/2020 | ALEX VA | 9/28/2020 | 11:47:54.1311 | |
| 21 | | | | BM2 | Ready | PCS | CG STA CLEVELAND HBR | 9/11/2020 | CGC ROBERT GOLDMAN | 9/29/2020 | 12:22:04.4634 | |



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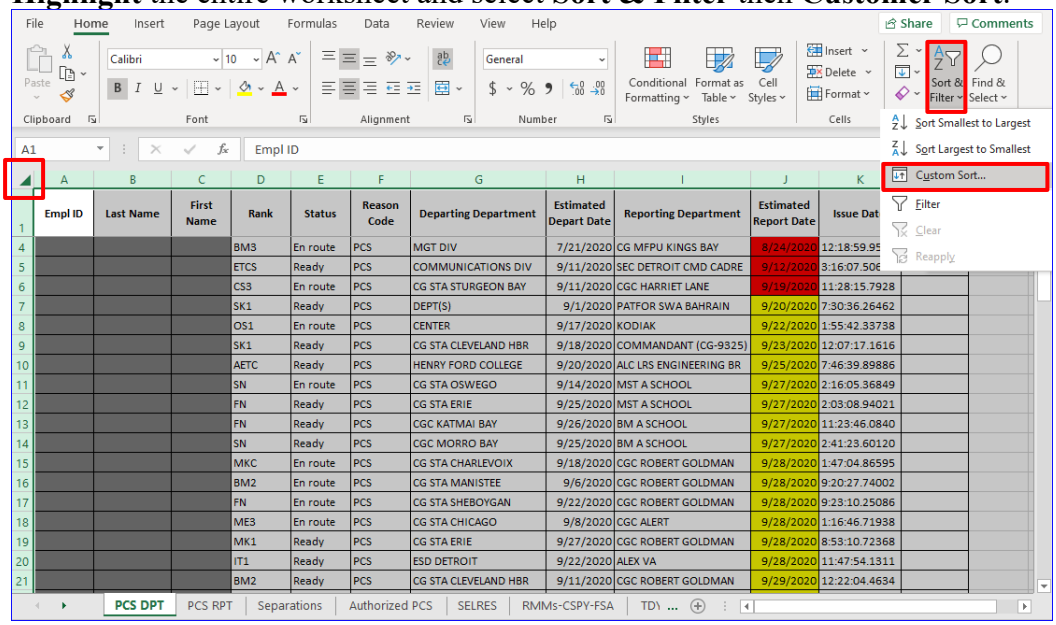
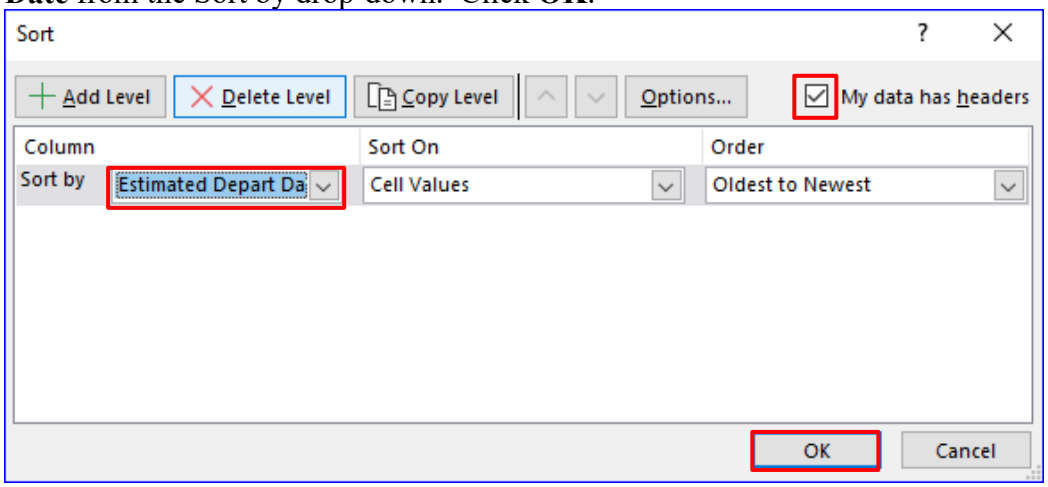
**Procedures**,
continued

| Step | Action |
|---|---|
| 23 | **Highlight** the entire worksheet and select **Sort & Filter** then **Customer Sort**.  |
| 24 | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.  |





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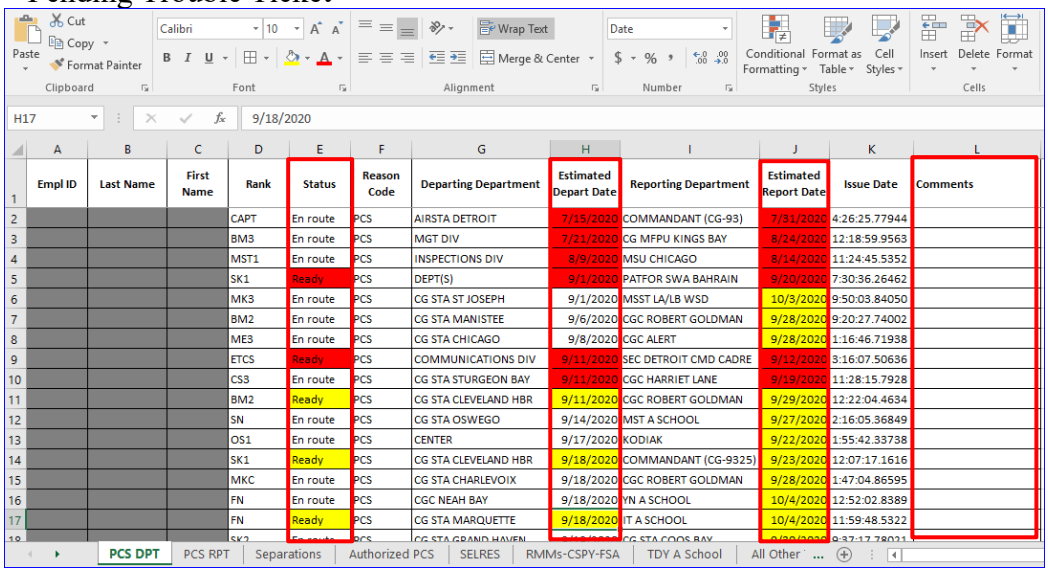
**Procedures**,
continued

| Step | Action |
|---|---|
| **25** | In **Column H** (Estimated Depart Date):<br>• **Highlight** only the dates that are past due through the current date in RED.<br>• **Highlight** only the dates from tomorrow's date through next paycut in YELLOW.<br><br>**Review Column E** (Status) for any orders within the highlighted fields that are in a **Ready status** against any highlighted fields in Column H (Estimated Depart Date) and **highlight** that Ready Order in the corresponding color.<br><br>This column reflects what your SPO is responsible for departing DA for paycut.<br><br>**Enter Comments as needed** to pass information to the AOR field Admins or to your SPO staff for action. Suggested comments include:<br>• Pending Paperwork from Admin<br>• SELRES<br>• TEMDU<br>• Pending Date Changes<br>• Mbr on Med Hold<br>• Mbr Pending NJP<br>• Pending Trouble Ticket<br>  |

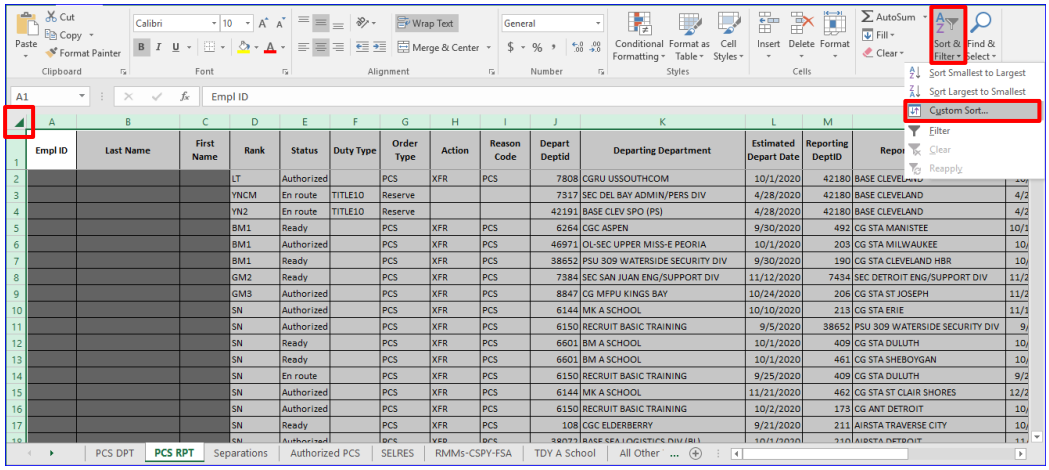
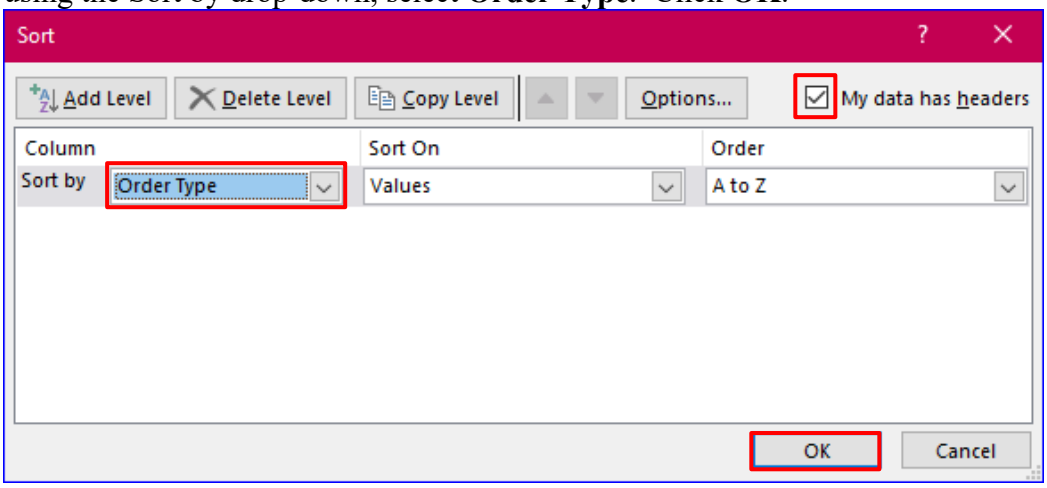
H17 | 9/18/2020

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
| 2 | | | | CAPT | En route | PCS | AIRSTA DETROIT | 7/15/2020 | COMMANDANT (CG-93) | 7/31/2020 | 4:26:25.77944 | |
| 3 | | | | BM3 | En route | PCS | MGT DIV | 7/21/2020 | CG MFPU KINGS BAY | 8/24/2020 | 12:18:59.9563 | |
| 4 | | | | MST1 | En route | PCS | INSPECTIONS DIV | 8/9/2020 | MSU CHICAGO | 8/14/2020 | 11:24:45.5352 | |
| 5 | | | | SK1 | Ready | PCS | DEPT(S) | 9/1/2020 | PATFOR SWA BAHRAIN | 9/20/2020 | 7:30:36.26462 | |
| 6 | | | | MK3 | En route | PCS | CG STA ST JOSEPH | 9/1/2020 | MSST LA/LB WSD | 10/3/2020 | 9:50:03.84050 | |
| 7 | | | | BM2 | En route | PCS | CG STA MANISTEE | 9/6/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 9:20:27.74002 | |
| 8 | | | | ME3 | En route | PCS | CG STA CHICAGO | 9/8/2020 | CGC ALERT | 9/28/2020 | 1:16:46.71938 | |
| 9 | | | | ETCS | Ready | PCS | COMMUNICATIONS DIV | 9/11/2020 | SEC DETROIT CMD CADRE | 9/12/2020 | 3:16:07.50636 | |
| 10 | | | | CS3 | En route | PCS | CG STA STURGEON BAY | 9/11/2020 | CGC HARRIET LANE | 9/19/2020 | 11:28:15.7928 | |
| 11 | | | | BM2 | Ready | PCS | CG STA CLEVELAND HBR | 9/11/2020 | CGC ROBERT GOLDMAN | 9/29/2020 | 12:22:04.4634 | |
| 12 | | | | SN | En route | PCS | CG STA OSWEGO | 9/14/2020 | MST A SCHOOL | 9/27/2020 | 2:16:05.36849 | |
| 13 | | | | OS1 | En route | PCS | CENTER | 9/17/2020 | KODIAK | 9/22/2020 | 1:55:42.33738 | |
| 14 | | | | SK1 | Ready | PCS | CG STA CLEVELAND HBR | 9/18/2020 | COMMANDANT (CG-9325) | 9/23/2020 | 12:07:17.1616 | |
| 15 | | | | MKC | En route | PCS | CG STA CHARLEVOIX | 9/18/2020 | CGC ROBERT GOLDMAN | 9/28/2020 | 1:47:04.86595 | |
| 16 | | | | FN | En route | PCS | CGC NEAH BAY | 9/18/2020 | YN A SCHOOL | 10/4/2020 | 12:52:02.8389 | |
| 17 | | | | FN | Ready | PCS | CG STA MARQUETTE | 9/18/2020 | IT A SCHOOL | 10/4/2020 | 11:59:48.5322 | |

PCS DPT | PCS RPT | Separations | Authorized PCS | SELRES | RMMs-CSPY-FSA | TDY A School | All Other

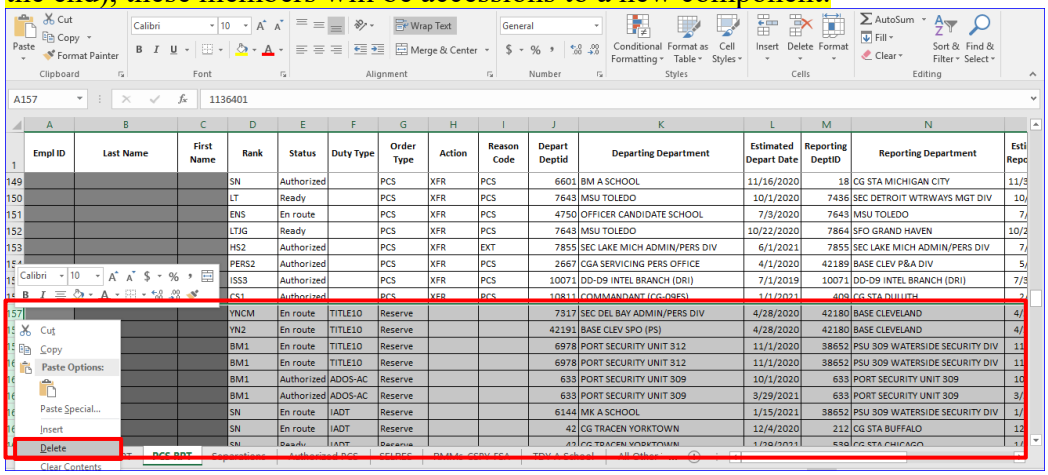
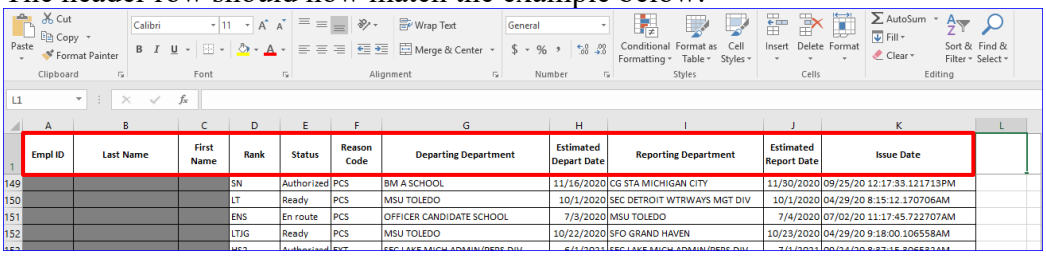
*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **26** | Go to the **PCS RPT** 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**.<br>  |
| **27** | The Sort parameters will display. Ensure **My data has headers** is checked and using the Sort by drop-down, select **Order Type**. Click **OK**.<br>  |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **28** | Scroll down past the PCS and **select all the orders that are labeled as Reserve**. **Right click** and select **Delete.** Do **NOT** delete any Separation orders (located at the end), these members will be accessions to a new component.<br>  |
| **29** | The following is optional but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Position Number<br>• Order<br><br>The header row should now match the example below:<br>  |

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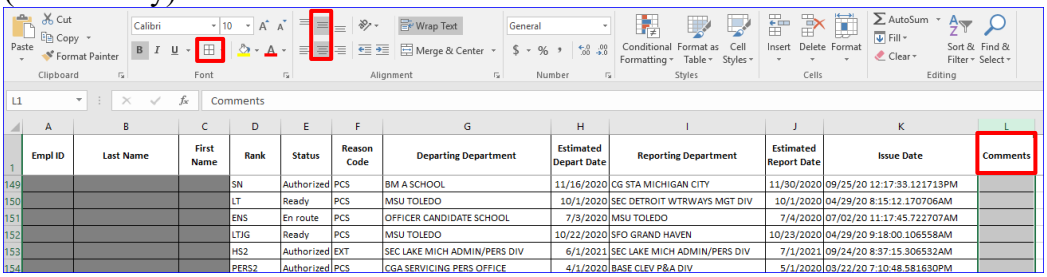
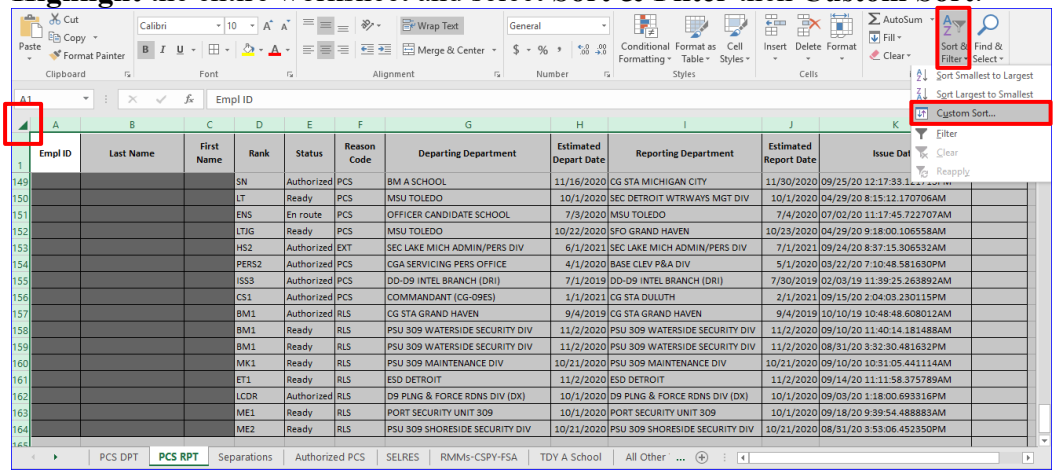
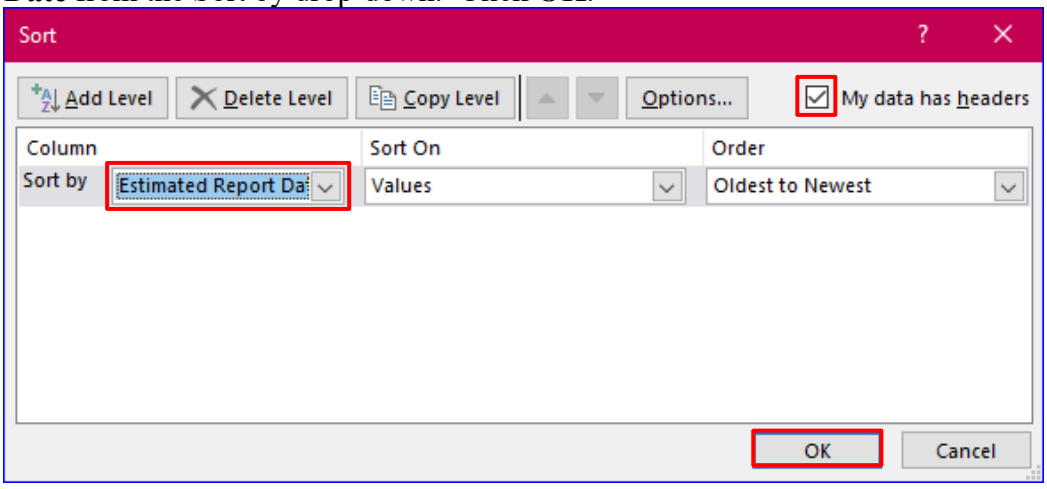
**Procedures**,
continued

| Step | Action |
|---|---|
| **30** | Type **Comments** in column L of the header row.<br><br>**Highlight** column L and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |
| **31** | **Highlight** the entire worksheet and select **Sort & Filter** then **Custom Sort**.<br>  |
| **32** | Ensure the **My data has headers** block is checked and select **Estimated Report Date** from the Sort by drop-down. Click **OK**.<br>  |

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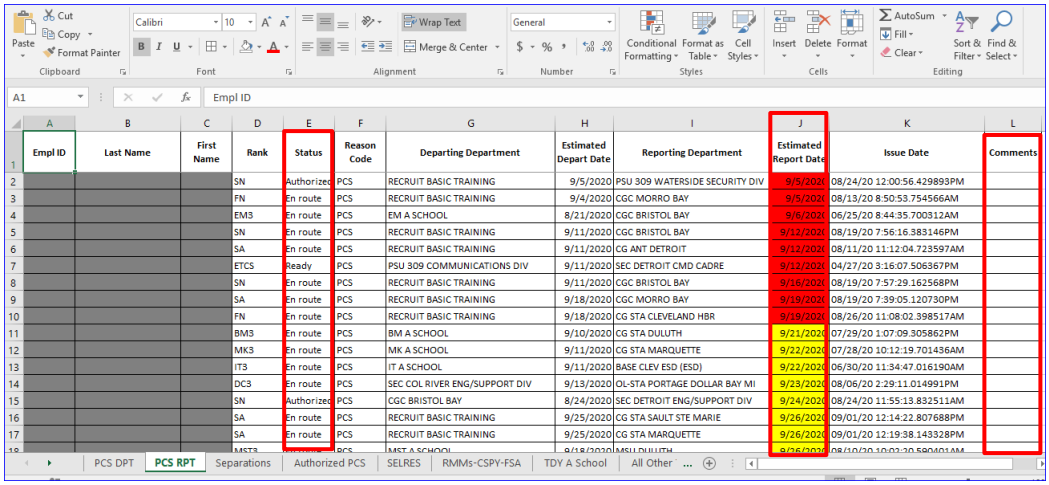
**Procedures**,
continued

| Step | Action |
|---|---|
| **33** | In **Column J** (Estimated Report Date):<br>• **Highlight** only the dates that are past due through the current date in RED.<br>• **Highlight** only the dates from tomorrow's date through next paycut in YELLOW.<br><br>**Enter Comments as needed** to pass information to the AOR field Admins or to your SPO staff for action.<br><br>**NOTE:** Contact the prior SPO if any of the orders indicate a **Ready** or **Authorized** status.<br>  |

| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | SN | Authorized | PCS | RECRUIT BASIC TRAINING | 9/5/2020 | PSU 309 WATERSIDE SECURITY DIV | 9/5/2020 | 08/24/20 12:00:56.429893PM | |
| | | | FN | En route | PCS | RECRUIT BASIC TRAINING | 9/4/2020 | CGC MORRO BAY | 9/5/2020 | 08/13/20 8:50:53.754566AM | |
| | | | EM3 | En route | PCS | EM A SCHOOL | 8/21/2020 | CGC BRISTOL BAY | 9/6/2020 | 06/25/20 8:44:35.700312AM | |
| | | | SN | En route | PCS | RECRUIT BASIC TRAINING | 9/11/2020 | CGC BRISTOL BAY | 9/12/2020 | 08/19/20 7:56:16.383146PM | |
| | | | SA | En route | PCS | RECRUIT BASIC TRAINING | 9/11/2020 | CG ANT DETROIT | 9/12/2020 | 08/11/20 11:12:04.723597AM | |
| | | | ETCS | Ready | PCS | PSU 309 COMMUNICATIONS DIV | 9/11/2020 | SEC DETROIT CMD CADRE | 9/12/2020 | 04/27/20 3:16:07.506367PM | |
| | | | SN | En route | PCS | RECRUIT BASIC TRAINING | 9/11/2020 | CGC BRISTOL BAY | 9/16/2020 | 08/19/20 7:57:29.162568PM | |
| | | | SA | En route | PCS | RECRUIT BASIC TRAINING | 9/18/2020 | CGC MORRO BAY | 9/19/2020 | 08/19/20 7:39:05.120730PM | |
| | | | FN | En route | PCS | RECRUIT BASIC TRAINING | 9/18/2020 | CG STA CLEVELAND HBR | 9/19/2020 | 08/26/20 11:08:02.398517AM | |
| | | | BM3 | En route | PCS | BM A SCHOOL | 9/10/2020 | CG STA DULUTH | 9/21/2020 | 07/29/20 1:07:09.305862PM | |
| | | | MK3 | En route | PCS | MK A SCHOOL | 9/11/2020 | CG STA MARQUETTE | 9/22/2020 | 07/28/20 10:12:19.701436AM | |
| | | | IT3 | En route | PCS | IT A SCHOOL | 9/11/2020 | BASE CLEV ESD (ESD) | 9/22/2020 | 06/30/20 11:34:47.016190AM | |
| | | | DC3 | En route | PCS | SEC COL RIVER ENG/SUPPORT DIV | 9/13/2020 | OL-STA PORTAGE DOLLAR BAY MI | 9/23/2020 | 08/06/20 2:29:11.014991PM | |
| | | | SN | Authorized | PCS | CGC BRISTOL BAY | 8/24/2020 | SEC DETROIT ENG/SUPPORT DIV | 9/24/2020 | 08/24/20 11:55:13.832511AM | |
| | | | SA | En route | PCS | RECRUIT BASIC TRAINING | 9/25/2020 | CG STA SAULT STE MARIE | 9/26/2020 | 09/01/20 12:14:22.807688PM | |
| | | | SA | En route | PCS | RECRUIT BASIC TRAINING | 9/25/2020 | CG STA MARQUETTE | 9/26/2020 | 09/01/20 12:19:38.143328PM | |

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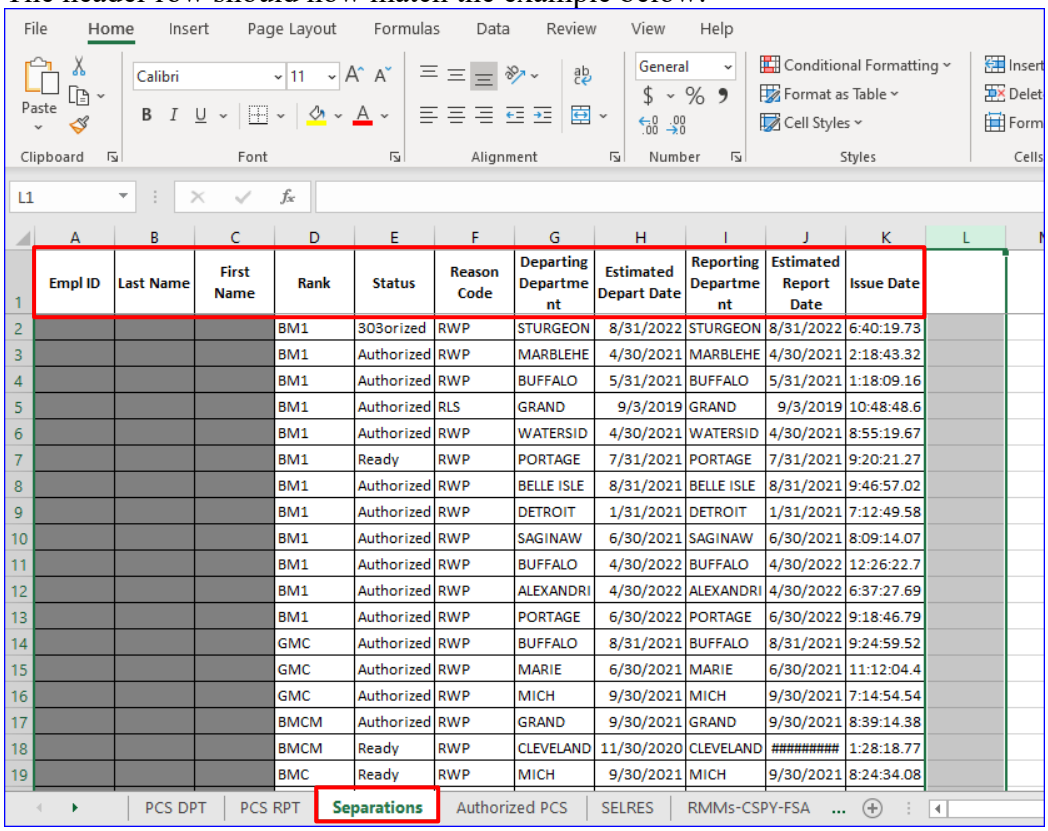
**Procedures**,
continued

| Step | Action |
|---|---|
| **34** | Go to the **Separations** tab.<br><br>The following is optional but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Position Number<br>• Order<br><br>The header row should now match the example below:<br>  |



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Departme nt | Estimated Depart Date | Reporting Departme nt | Estimated Report Date | Issue Date | |
| 2 | | | | BM1 | 303orized | RWP | STURGEON | 8/31/2022 | STURGEON | 8/31/2022 | 6:40:19.73 | |
| 3 | | | | BM1 | Authorized | RWP | MARBLEHE | 4/30/2021 | MARBLEHE | 4/30/2021 | 2:18:43.32 | |
| 4 | | | | BM1 | Authorized | RWP | BUFFALO | 5/31/2021 | BUFFALO | 5/31/2021 | 1:18:09.16 | |
| 5 | | | | BM1 | Authorized | RLS | GRAND | 9/3/2019 | GRAND | 9/3/2019 | 10:48:48.6 | |
| 6 | | | | BM1 | Authorized | RWP | WATERSID | 4/30/2021 | WATERSID | 4/30/2021 | 8:55:19.67 | |
| 7 | | | | BM1 | Ready | RWP | PORTAGE | 7/31/2021 | PORTAGE | 7/31/2021 | 9:20:21.27 | |
| 8 | | | | BM1 | Authorized | RWP | BELLE ISLE | 8/31/2021 | BELLE ISLE | 8/31/2021 | 9:46:57.02 | |
| 9 | | | | BM1 | Authorized | RWP | DETROIT | 1/31/2021 | DETROIT | 1/31/2021 | 7:12:49.58 | |
| 10 | | | | BM1 | Authorized | RWP | SAGINAW | 6/30/2021 | SAGINAW | 6/30/2021 | 8:09:14.07 | |
| 11 | | | | BM1 | Authorized | RWP | BUFFALO | 4/30/2022 | BUFFALO | 4/30/2022 | 12:26:22.7 | |
| 12 | | | | BM1 | Authorized | RWP | ALEXANDRI | 4/30/2022 | ALEXANDRI | 4/30/2022 | 6:37:27.69 | |
| 13 | | | | BM1 | Authorized | RWP | PORTAGE | 6/30/2022 | PORTAGE | 6/30/2022 | 9:18:46.79 | |
| 14 | | | | GMC | Authorized | RWP | BUFFALO | 8/31/2021 | BUFFALO | 8/31/2021 | 9:24:59.52 | |
| 15 | | | | GMC | Authorized | RWP | MARIE | 6/30/2021 | MARIE | 6/30/2021 | 11:12:04.4 | |
| 16 | | | | GMC | Authorized | RWP | MICH | 9/30/2021 | MICH | 9/30/2021 | 7:14:54.54 | |
| 17 | | | | BMCM | Authorized | RWP | GRAND | 9/30/2021 | GRAND | 9/30/2021 | 8:39:14.38 | |
| 18 | | | | BMCM | Ready | RWP | CLEVELAND | 11/30/2020 | CLEVELAND | ######### | 1:28:18.77 | |
| 19 | | | | BMC | Ready | RWP | MICH | 9/30/2021 | MICH | 9/30/2021 | 8:24:34.08 | |



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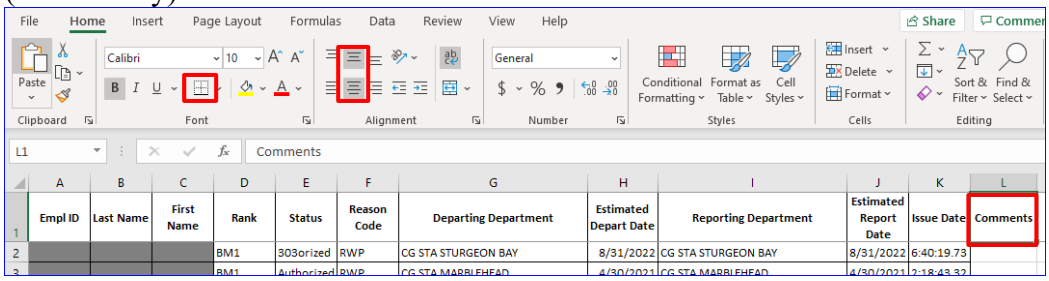
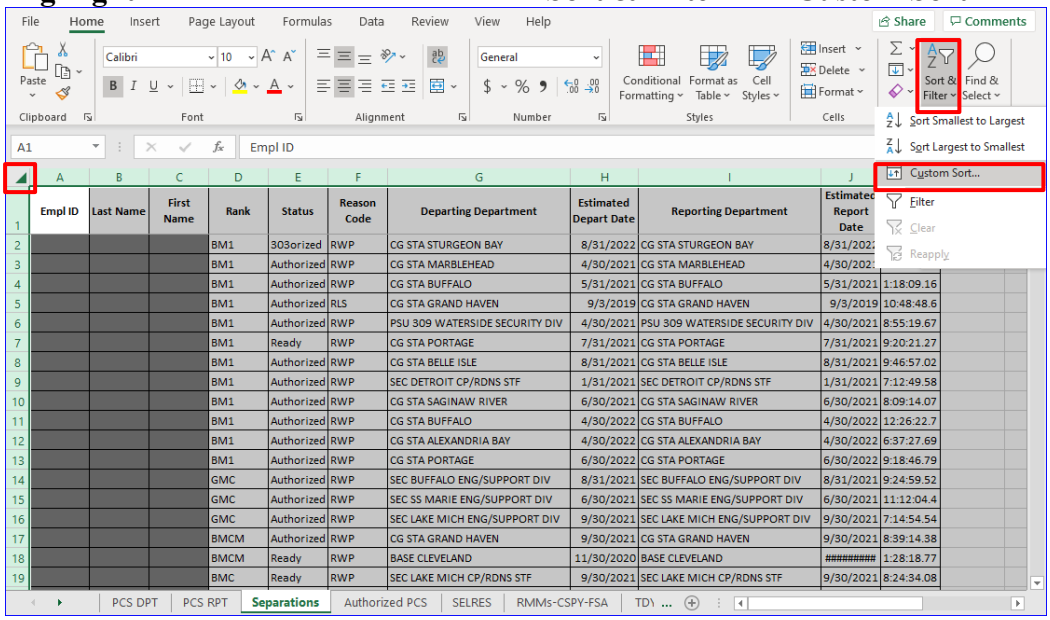
**Procedures**,
continued

| Step | Action |
|---|---|
| **35** | Type **Comments** in column L of the header row.<br><br>**Highlight** column L and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |
| **36** | **Highlight** the entire worksheet and select **Sort & Filter** then **Custom Sort**.<br>  |

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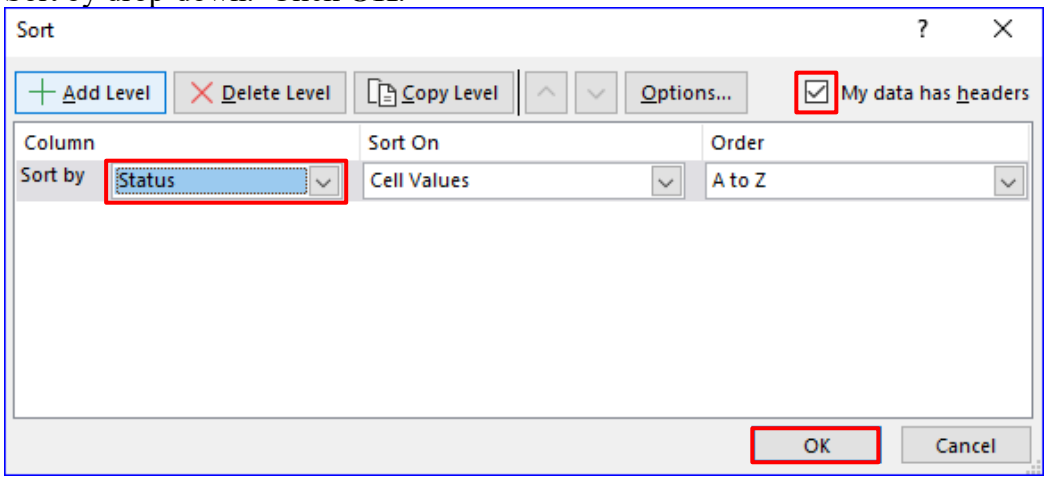
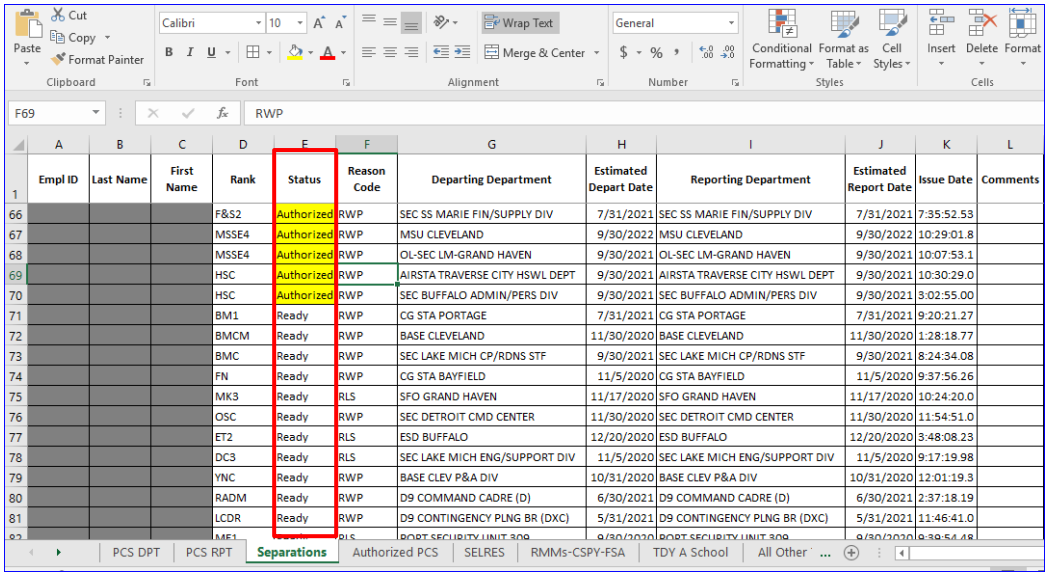
**Procedures**,
continued

| Step | Action |
|---|---|
| **37** | Ensure the **My data has headers** block is checked and select **Status** from the Sort by drop-down. Click **OK**.<br>  |
| **38** | In **Column E (Status)**: **Highlight** any orders in an **Authorized** status in YELLOW.<br>  |

| | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 66 | | | | F&S2 | Authorized | RWP | SEC SS MARIE FIN/SUPPLY DIV | 7/31/2021 | SEC SS MARIE FIN/SUPPLY DIV | 7/31/2021 | 7:35:52.53 | |
| 67 | | | | MSSE4 | Authorized | RWP | MSU CLEVELAND | 9/30/2022 | MSU CLEVELAND | 9/30/2022 | 10:29:01.8 | |
| 68 | | | | MSSE4 | Authorized | RWP | OL-SEC LM-GRAND HAVEN | 9/30/2021 | OL-SEC LM-GRAND HAVEN | 9/30/2021 | 10:07:53.1 | |
| 69 | | | | HSC | Authorized | RWP | AIRSTA TRAVERSE CITY HSWL DEPT | 9/30/2021 | AIRSTA TRAVERSE CITY HSWL DEPT | 9/30/2021 | 10:30:29.0 | |
| 70 | | | | HSC | Authorized | RWP | SEC BUFFALO ADMIN/PERS DIV | 9/30/2021 | SEC BUFFALO ADMIN/PERS DIV | 9/30/2021 | 3:02:55.00 | |
| 71 | | | | BM1 | Ready | RWP | CG STA PORTAGE | 7/31/2021 | CG STA PORTAGE | 7/31/2021 | 9:20:21.27 | |
| 72 | | | | BMCM | Ready | RWP | BASE CLEVELAND | 11/30/2020 | BASE CLEVELAND | 11/30/2020 | 1:28:18.77 | |
| 73 | | | | BMC | Ready | RWP | SEC LAKE MICH CP/RDNS STF | 9/30/2021 | SEC LAKE MICH CP/RDNS STF | 9/30/2021 | 8:24:34.08 | |
| 74 | | | | FN | Ready | RWP | CG STA BAYFIELD | 11/5/2020 | CG STA BAYFIELD | 11/5/2020 | 9:37:56.26 | |
| 75 | | | | MK3 | Ready | RLS | SFO GRAND HAVEN | 11/17/2020 | SFO GRAND HAVEN | 11/17/2020 | 10:24:20.0 | |
| 76 | | | | OSC | Ready | RWP | SEC DETROIT CMD CENTER | 11/30/2020 | SEC DETROIT CMD CENTER | 11/30/2020 | 11:54:51.0 | |
| 77 | | | | ET2 | Ready | RLS | ESD BUFFALO | 12/20/2020 | ESD BUFFALO | 12/20/2020 | 3:48:08.23 | |
| 78 | | | | 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 | |
| 79 | | | | YNC | Ready | RWP | BASE CLEV P&A DIV | 10/31/2020 | BASE CLEV P&A DIV | 10/31/2020 | 12:01:19.3 | |
| 80 | | | | RADM | Ready | RWP | D9 COMMAND CADRE (D) | 6/30/2021 | D9 COMMAND CADRE (D) | 6/30/2021 | 2:37:18.19 | |
| 81 | | | | LCDR | Ready | RWP | D9 CONTINGENCY PLNG BR (DXC) | 5/31/2021 | D9 CONTINGENCY PLNG BR (DXC) | 5/31/2021 | 11:46:41.0 | |

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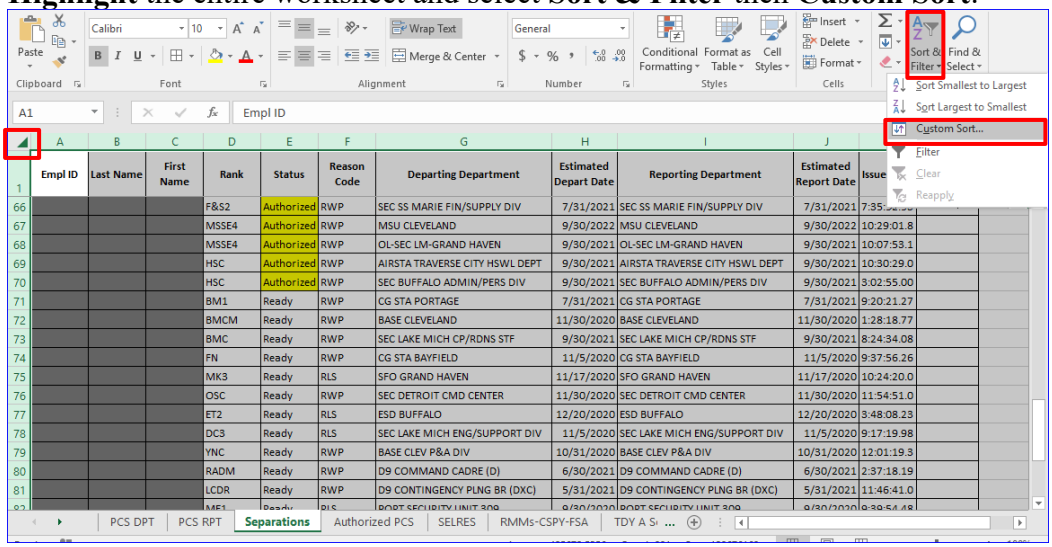
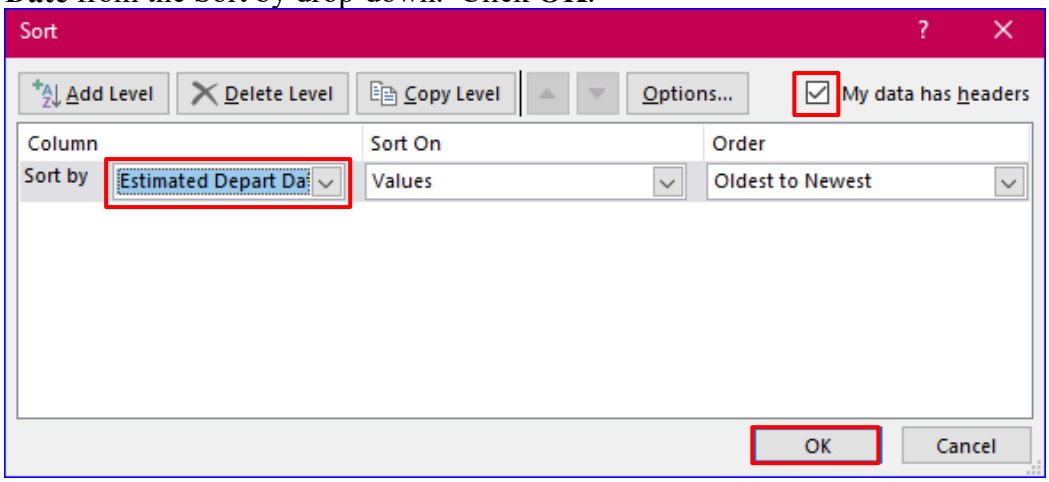
**Procedures**,
continued

| Step | Action |
|---|---|
| 39 | **Highlight** the entire worksheet and select **Sort & Filter** then **Custom Sort**.  |
| 40 | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.  |



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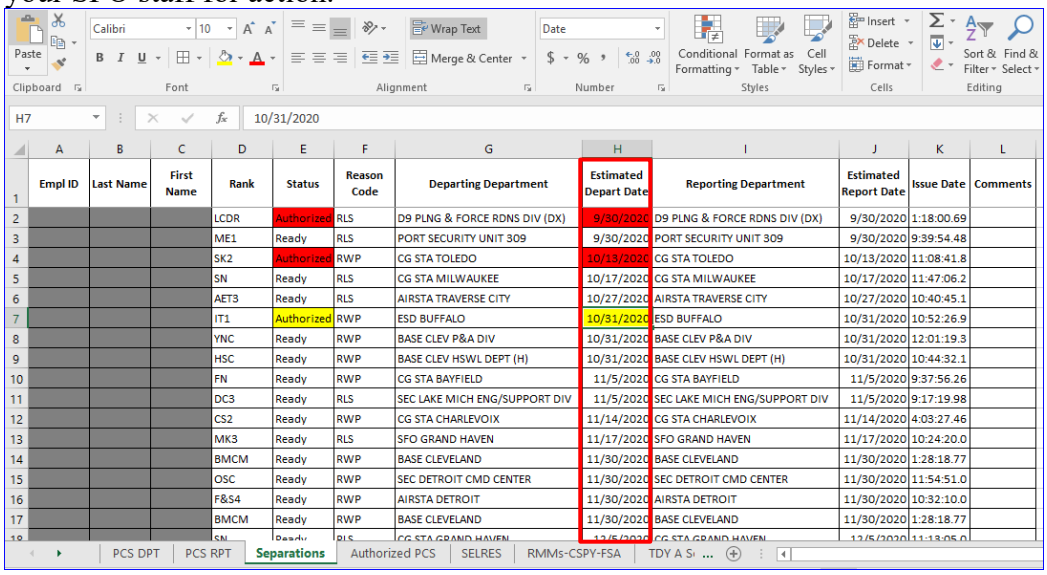
**Procedures**,
continued

| Step | Action |
|---|---|
| **41** | In **Column H** (Estimated Depart Date): **Highlight** any orders that are **Authorized within the next 30 days** in RED. Those members **REQUIRE** signed separation orders for HHGs, etc.<br><br>**Enter Comments as needed** to pass information to the AOR field Admins or to your SPO staff for action.<br>  |

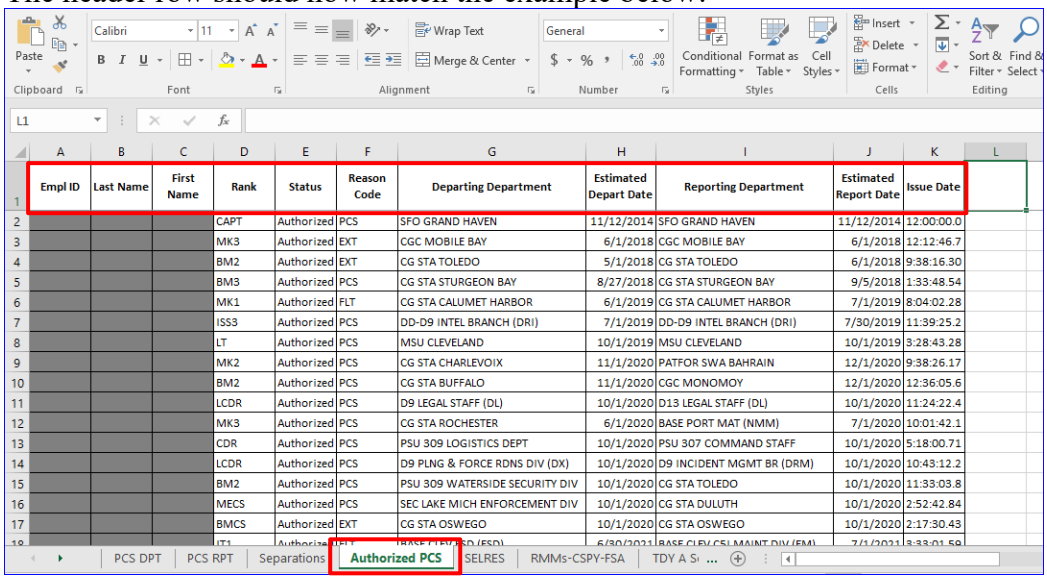
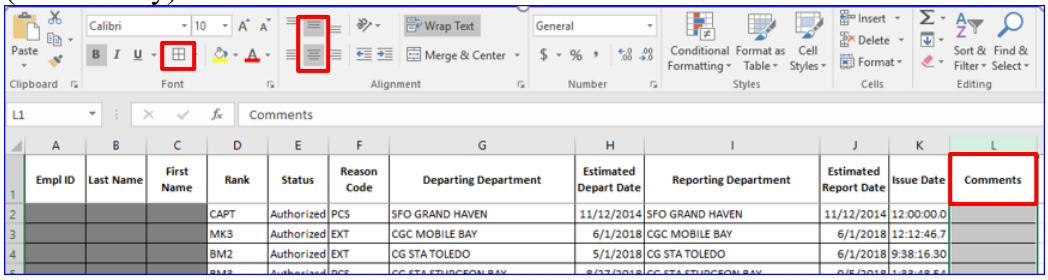
H7: 10/31/2020

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
| 2 | | | | LCDR | Authorized | RLS | D9 PLNG & FORCE RDNS DIV (DX) | 9/30/2020 | D9 PLNG & FORCE RDNS DIV (DX) | 9/30/2020 | 1:18:00.69 | |
| 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 | |
| 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 | | | | MK3 | Ready | RLS | SFO GRAND HAVEN | 11/17/2020 | SFO GRAND HAVEN | 11/17/2020 | 10:24:20.0 | |
| 14 | | | | BMCM | Ready | RWP | BASE CLEVELAND | 11/30/2020 | BASE CLEVELAND | 11/30/2020 | 1:28:18.77 | |
| 15 | | | | OSC | Ready | RWP | SEC DETROIT CMD CENTER | 11/30/2020 | SEC DETROIT CMD CENTER | 11/30/2020 | 11:54:51.0 | |
| 16 | | | | F&S4 | Ready | RWP | AIRSTA DETROIT | 11/30/2020 | AIRSTA DETROIT | 11/30/2020 | 10:32:10.0 | |
| 17 | | | | BMCM | Ready | RWP | BASE CLEVELAND | 11/30/2020 | BASE CLEVELAND | 11/30/2020 | 1:28:18.77 | |

PCS DPT | PCS RPT | Separations | Authorized PCS | SELRES | RMMs-CSPY-FSA | TDY A S...

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **42** | Go to the **Authorized PCS** tab.<br><br>The following is optional but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Position Number<br>• Order<br><br>The header row should now match the example below:<br>  |
| **43** | Type **Comments** in column L of the header row.<br><br>Highlight **column L** and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |

| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | CAPT | Authorized | PCS | SFO GRAND HAVEN | 11/12/2014 | SFO GRAND HAVEN | 11/12/2014 | 12:00:00.0 |
| | | | MK3 | Authorized | EXT | CGC MOBILE BAY | 6/1/2018 | CGC MOBILE BAY | 6/1/2018 | 12:12:46.7 |
| | | | BM2 | Authorized | EXT | CG STA TOLEDO | 5/1/2018 | CG STA TOLEDO | 6/1/2018 | 9:38:16.30 |
| | | | BM3 | Authorized | PCS | CG STA STURGEON BAY | 8/27/2018 | CG STA STURGEON BAY | 9/5/2018 | 1:33:48.54 |
| | | | MK1 | Authorized | FLT | CG STA CALUMET HARBOR | 6/1/2019 | CG STA CALUMET HARBOR | 7/1/2019 | 8:04:02.28 |
| | | | ISS3 | Authorized | PCS | DD-D9 INTEL BRANCH (DRI) | 7/1/2019 | DD-D9 INTEL BRANCH (DRI) | 7/30/2019 | 11:39:25.2 |
| | | | LT | Authorized | PCS | MSU CLEVELAND | 10/1/2019 | MSU CLEVELAND | 10/1/2019 | 3:28:43.28 |
| | | | MK2 | Authorized | PCS | CG STA CHARLEVOIX | 11/1/2020 | PATFOR SWA BAHRAIN | 12/1/2020 | 9:38:26.17 |
| | | | BM2 | Authorized | PCS | CG STA BUFFALO | 11/1/2020 | CGC MONOMOY | 12/1/2020 | 12:36:05.6 |
| | | | LCDR | Authorized | PCS | D9 LEGAL STAFF (DL) | 10/1/2020 | D13 LEGAL STAFF (DL) | 10/1/2020 | 11:24:22.4 |
| | | | MK3 | Authorized | PCS | CG STA ROCHESTER | 6/1/2020 | BASE PORT MAT (NMM) | 7/1/2020 | 10:01:42.1 |
| | | | CDR | Authorized | PCS | PSU 309 LOGISTICS DEPT | 10/1/2020 | PSU 307 COMMAND STAFF | 10/1/2020 | 5:18:00.71 |
| | | | LCDR | Authorized | PCS | D9 PLNG & FORCE RDNS DIV (DX) | 10/1/2020 | D9 INCIDENT MGMT BR (DRM) | 10/1/2020 | 10:43:12.2 |
| | | | BM2 | Authorized | PCS | PSU 309 WATERSIDE SECURITY DIV | 10/1/2020 | CG STA TOLEDO | 10/1/2020 | 11:33:03.8 |
| | | | MECS | Authorized | PCS | SEC LAKE MICH ENFORCEMENT DIV | 10/1/2020 | CG STA DULUTH | 10/1/2020 | 2:52:42.84 |
| | | | BMCS | Authorized | EXT | CG STA OSWEGO | 10/1/2020 | CG STA OSWEGO | 10/1/2020 | 2:17:30.43 |

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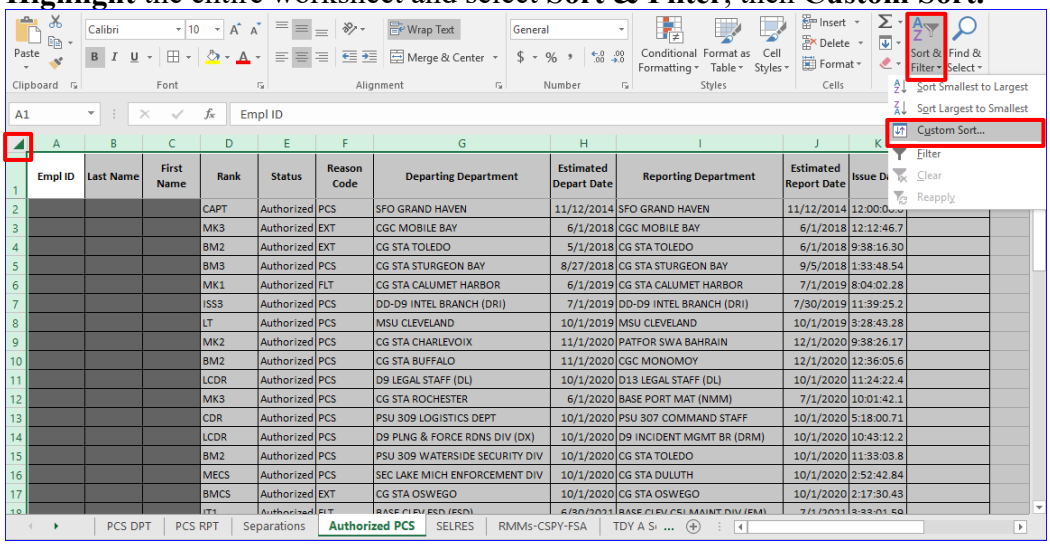
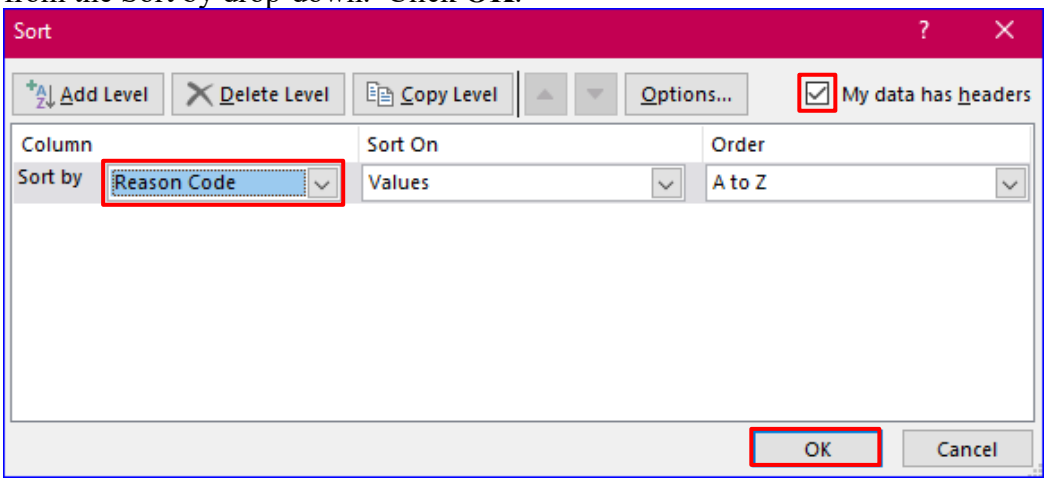
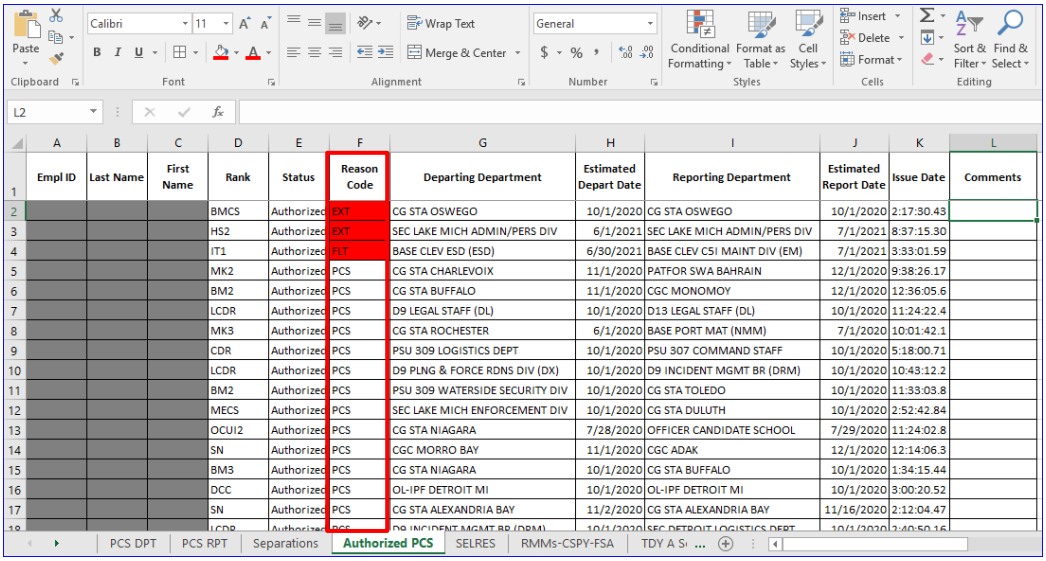
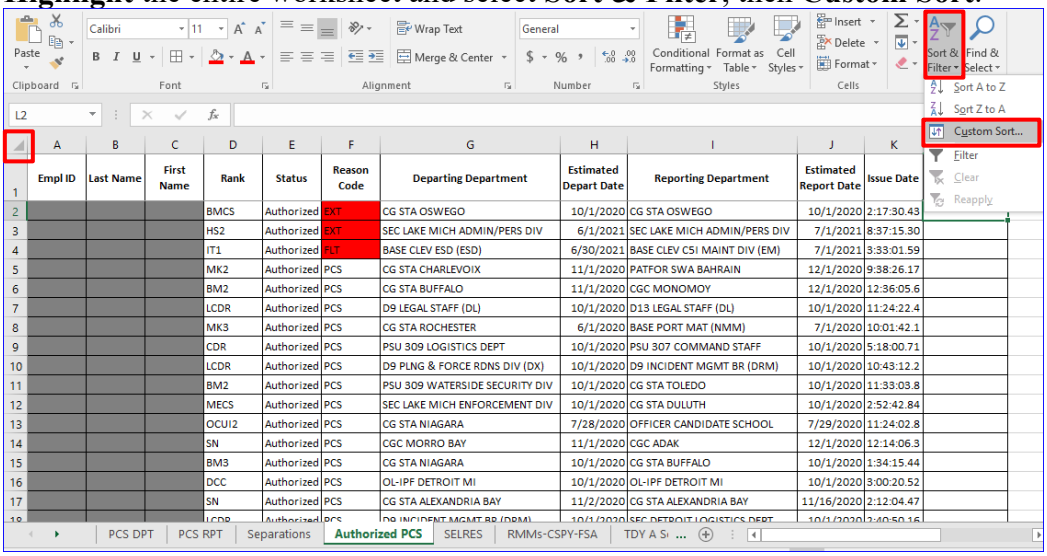
**Procedures**,
continued

| Step | Action |
|---|---|
| 44 | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort.**  |
| 45 | Ensure the **My data has headers** block is checked and select **Reason Code** from the Sort by drop-down. Click **OK**.  |



*Continued on next page*

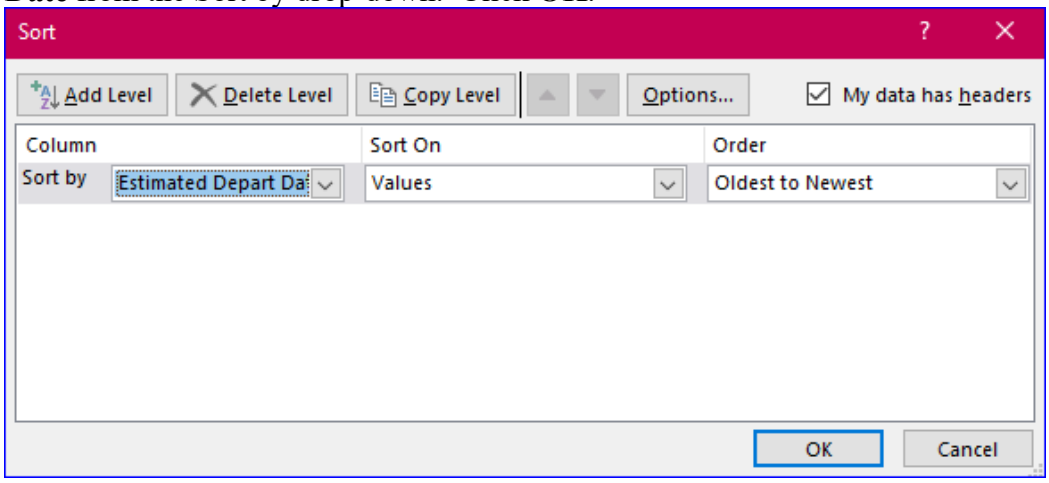
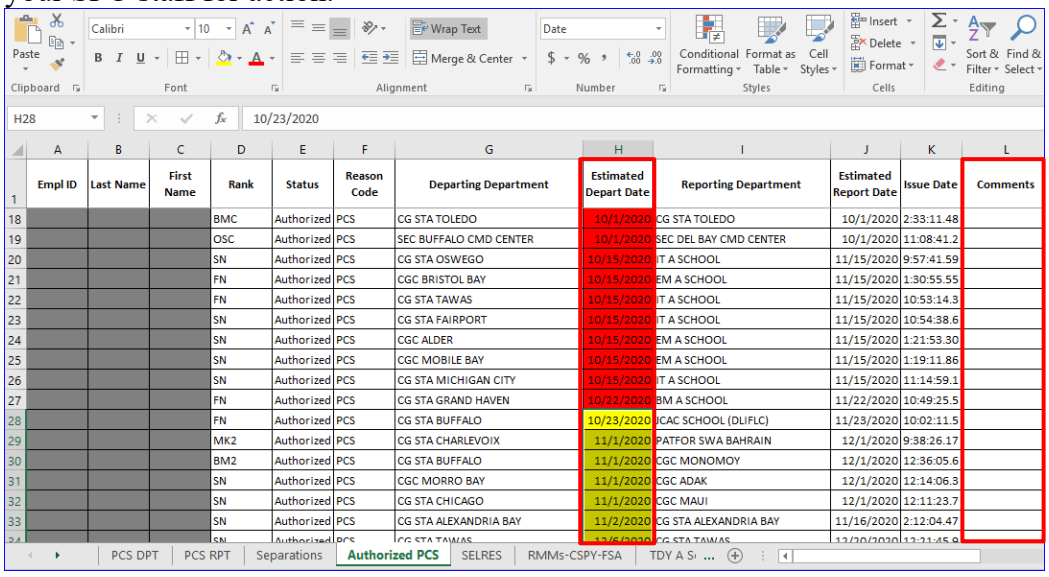
**Procedures**,
continued

| Step | Action |
|---|---|
| **46** | In **Column F** (Reason Code): **Highlight** all **FLT** and **EXT** orders in RED.<br><br>These orders generally require zero paperwork and therefore should be worked immediately, allowing more time for the more complex PCS orders.<br><br>**NOTE:** If any of these require obligated service, enter **OBLISERV** in the Comments block.<br>  |
| **47** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | BMCS | Authorized | EXT | CG STA OSWEGO | 10/1/2020 | CG STA OSWEGO | 10/1/2020 | 2:17:30.43 | |
| | | | HS2 | Authorized | EXT | SEC LAKE MICH ADMIN/PERS DIV | 6/1/2021 | SEC LAKE MICH ADMIN/PERS DIV | 7/1/2021 | 8:37:15.30 | |
| | | | IT1 | Authorized | FLT | BASE CLEV ESD (ESD) | 6/30/2021 | BASE CLEV C5I MAINT DIV (EM) | 7/1/2021 | 3:33:01.59 | |
| | | | MK2 | Authorized | PCS | CG STA CHARLEVOIX | 11/1/2020 | PATFOR SWA BAHRAIN | 12/1/2020 | 9:38:26.17 | |
| | | | BM2 | Authorized | PCS | CG STA BUFFALO | 11/1/2020 | CGC MONOMOY | 12/1/2020 | 12:36:05.6 | |
| | | | LCDR | Authorized | PCS | D9 LEGAL STAFF (DL) | 10/1/2020 | D13 LEGAL STAFF (DL) | 10/1/2020 | 11:24:22.4 | |
| | | | MK3 | Authorized | PCS | CG STA ROCHESTER | 6/1/2020 | BASE PORT MAT (NMM) | 7/1/2020 | 10:01:42.1 | |
| | | | CDR | Authorized | PCS | PSU 309 LOGISTICS DEPT | 10/1/2020 | PSU 307 COMMAND STAFF | 10/1/2020 | 5:18:00.71 | |
| | | | LCDR | Authorized | PCS | D9 PLNG & FORCE RDNS DIV (DX) | 10/1/2020 | D9 INCIDENT MGMT BR (DRM) | 10/1/2020 | 10:43:12.2 | |
| | | | BM2 | Authorized | PCS | PSU 309 WATERSIDE SECURITY DIV | 10/1/2020 | CG STA TOLEDO | 10/1/2020 | 11:33:03.8 | |
| | | | MECS | Authorized | PCS | SEC LAKE MICH ENFORCEMENT DIV | 10/1/2020 | CG STA DULUTH | 10/1/2020 | 2:52:42.84 | |
| | | | OCUI2 | Authorized | PCS | CG STA NIAGARA | 7/28/2020 | OFFICER CANDIDATE SCHOOL | 7/29/2020 | 11:24:02.8 | |
| | | | SN | Authorized | PCS | CGC MORRO BAY | 11/1/2020 | CGC ADAK | 12/1/2020 | 12:14:06.3 | |
| | | | BM3 | Authorized | PCS | CG STA NIAGARA | 10/1/2020 | CG STA BUFFALO | 10/1/2020 | 1:34:15.44 | |
| | | | DCC | Authorized | PCS | OL-IPF DETROIT MI | 10/1/2020 | OL-IPF DETROIT MI | 10/1/2020 | 3:00:20.52 | |
| | | | SN | Authorized | PCS | CG STA ALEXANDRIA BAY | 11/2/2020 | CG STA ALEXANDRIA BAY | 11/16/2020 | 2:12:04.47 | |

*Continued on next page*

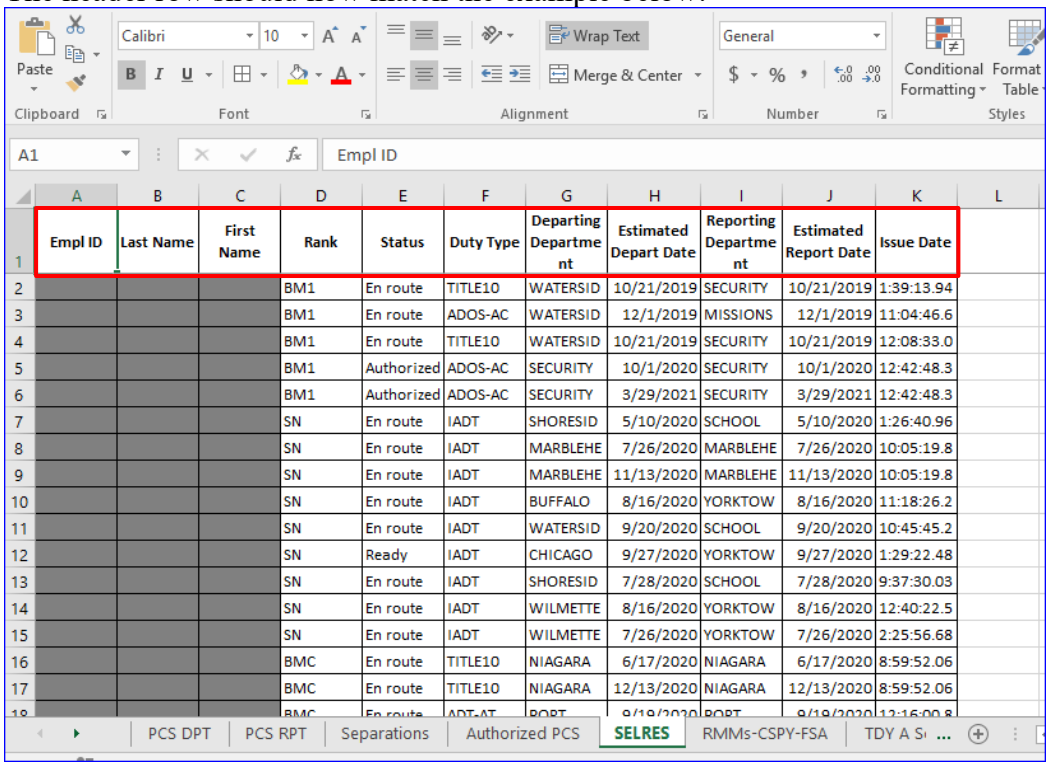
**Procedures**,
continued

| Step | Action |
|---|---|
| **48** | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.   |
| **49** | In **Column H** (Estimated Depart Date):<br>• **Highlight** only the dates that are past due through the current date in RED.<br>• **Highlight** only the dates from tomorrow's date through next paycut in YELLOW.<br><br>**Enter Comments as needed** to pass information to the AOR field Admins or to your SPO staff for action.   |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **50** | Go to the **SELRES** tab.<br><br>The following is optional but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns (*this is different from the previous worksheets):<br>• Order Type<br>• Action<br>• Reason Code<br>• Depart Deptid<br>• Reporting Deptid<br>• Position Number<br>• Order<br><br>The header row should now match the example below: |



| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Duty Type | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date |
| 2 | | | | BM1 | En route | TITLE10 | WATERSID | 10/21/2019 | SECURITY | 10/21/2019 | 1:39:13.94 |
| 3 | | | | BM1 | En route | ADOS-AC | WATERSID | 12/1/2019 | MISSIONS | 12/1/2019 | 11:04:46.6 |
| 4 | | | | BM1 | En route | TITLE10 | WATERSID | 10/21/2019 | SECURITY | 10/21/2019 | 12:08:33.0 |
| 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 |
| 9 | | | | SN | En route | IADT | MARBLEHE | 11/13/2020 | MARBLEHE | 11/13/2020 | 10:05:19.8 |
| 10 | | | | SN | En route | IADT | BUFFALO | 8/16/2020 | YORKTOW | 8/16/2020 | 11:18:26.2 |
| 11 | | | | SN | En route | IADT | WATERSID | 9/20/2020 | SCHOOL | 9/20/2020 | 10:45:45.2 |
| 12 | | | | SN | Ready | IADT | CHICAGO | 9/27/2020 | YORKTOW | 9/27/2020 | 1:29:22.48 |
| 13 | | | | SN | En route | IADT | SHORESID | 7/28/2020 | SCHOOL | 7/28/2020 | 9:37:30.03 |
| 14 | | | | SN | En route | IADT | WILMETTE | 8/16/2020 | YORKTOW | 8/16/2020 | 12:40:22.5 |
| 15 | | | | SN | En route | IADT | WILMETTE | 7/26/2020 | YORKTOW | 7/26/2020 | 2:25:56.68 |
| 16 | | | | BMC | En route | TITLE10 | NIAGARA | 6/17/2020 | NIAGARA | 6/17/2020 | 8:59:52.06 |
| 17 | | | | BMC | En route | TITLE10 | NIAGARA | 12/13/2020 | NIAGARA | 12/13/2020 | 8:59:52.06 |

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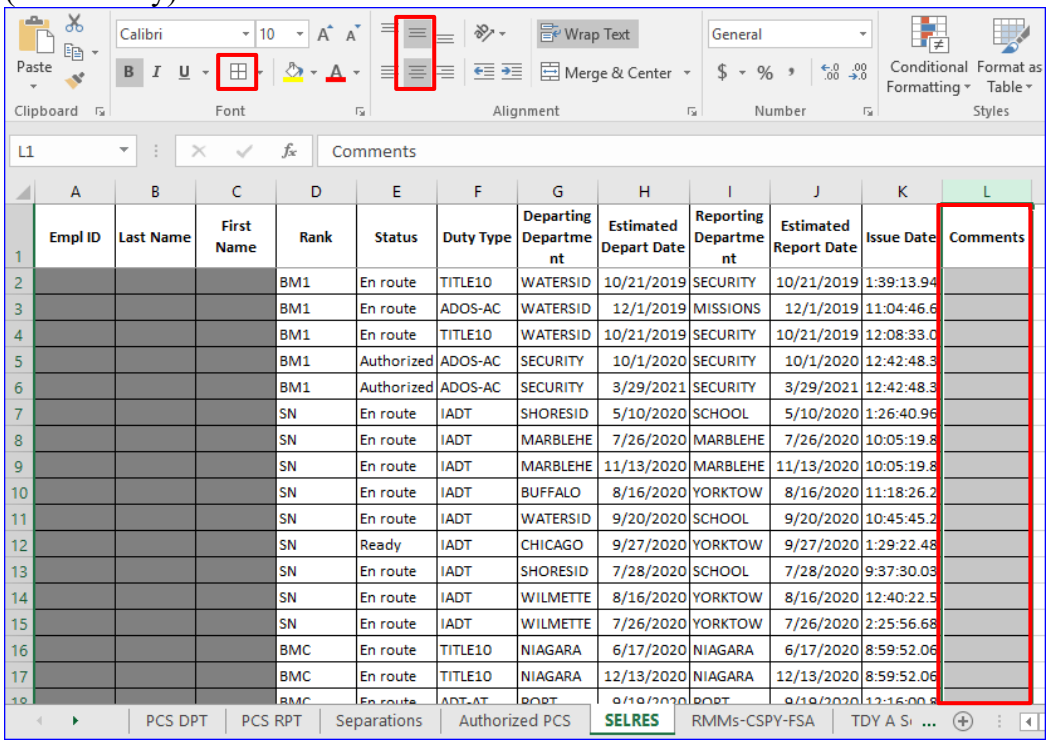
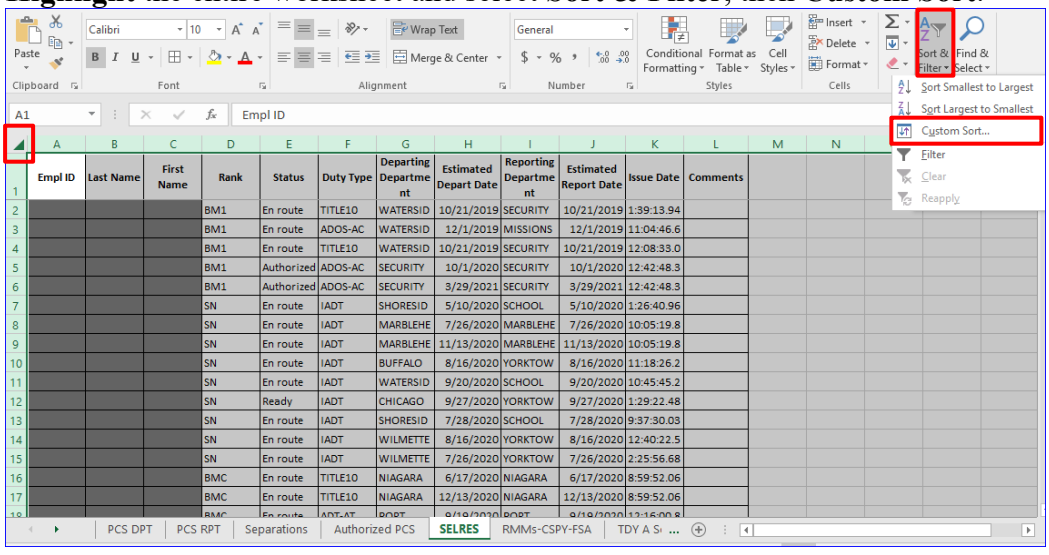
**Procedures**,
continued

| Step | Action |
|---|---|
| **51** | Type **Comments** in column L of the header row.<br><br>Highlight **column L** and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |
| **52** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

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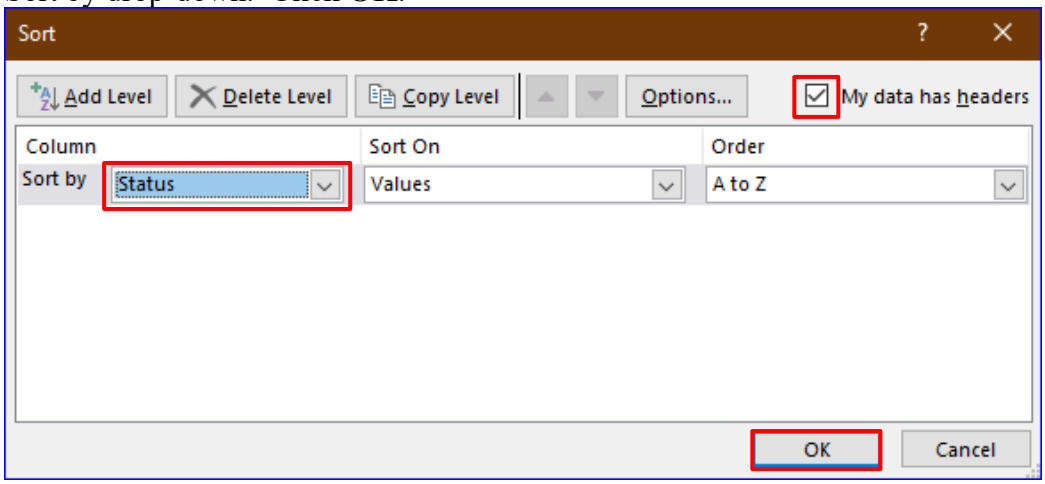
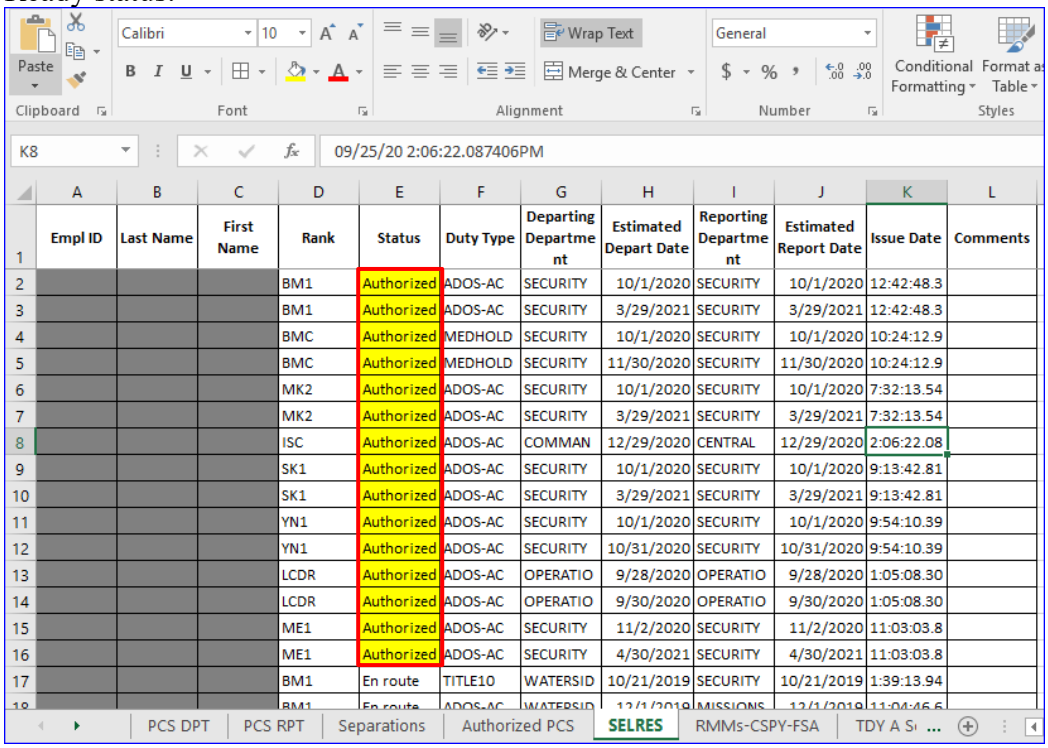
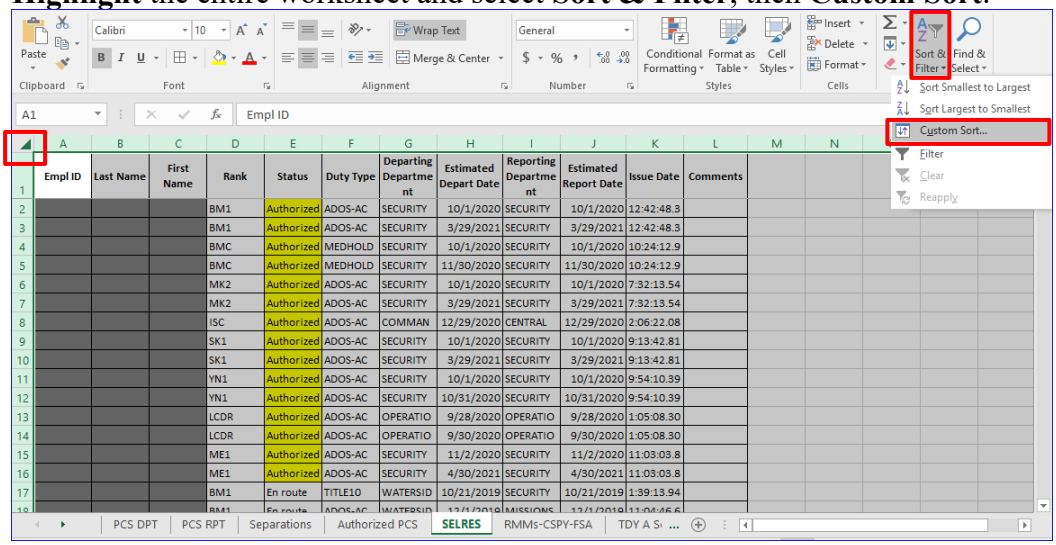
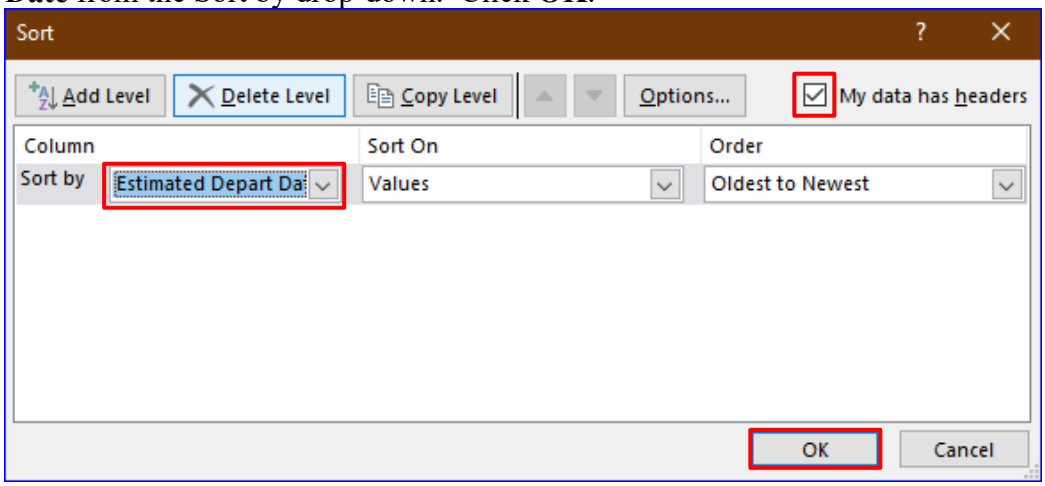
**Procedures**,
continued

| Step | Action |
|---|---|
| **53** | Ensure the **My data has headers** block is checked and select **Status** from the Sort by drop-down. Click **OK**.   |
| **54** | In **Column E** (Status): **Highlight** all **Authorized** orders to be approved to a Ready status.   |

| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Duty Type | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
| 2 | | | | BM1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 12:42:48.3 | |
| 3 | | | | BM1 | Authorized | ADOS-AC | SECURITY | 3/29/2021 | SECURITY | 3/29/2021 | 12:42:48.3 | |
| 4 | | | | BMC | Authorized | MEDHOLD | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 10:24:12.9 | |
| 5 | | | | BMC | Authorized | MEDHOLD | SECURITY | 11/30/2020 | SECURITY | 11/30/2020 | 10:24:12.9 | |
| 6 | | | | MK2 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 7:32:13.54 | |
| 7 | | | | MK2 | Authorized | ADOS-AC | SECURITY | 3/29/2021 | SECURITY | 3/29/2021 | 7:32:13.54 | |
| 8 | | | | ISC | Authorized | ADOS-AC | COMMAN | 12/29/2020 | CENTRAL | 12/29/2020 | 2:06:22.08 | |
| 9 | | | | SK1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 9:13:42.81 | |
| 10 | | | | SK1 | Authorized | ADOS-AC | SECURITY | 3/29/2021 | SECURITY | 3/29/2021 | 9:13:42.81 | |
| 11 | | | | YN1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 9:54:10.39 | |
| 12 | | | | YN1 | Authorized | ADOS-AC | SECURITY | 10/31/2020 | SECURITY | 10/31/2020 | 9:54:10.39 | |
| 13 | | | | LCDR | Authorized | ADOS-AC | OPERATIO | 9/28/2020 | OPERATIO | 9/28/2020 | 1:05:08.30 | |
| 14 | | | | LCDR | Authorized | ADOS-AC | OPERATIO | 9/30/2020 | OPERATIO | 9/30/2020 | 1:05:08.30 | |
| 15 | | | | ME1 | Authorized | ADOS-AC | SECURITY | 11/2/2020 | SECURITY | 11/2/2020 | 11:03:03.8 | |
| 16 | | | | ME1 | Authorized | ADOS-AC | SECURITY | 4/30/2021 | SECURITY | 4/30/2021 | 11:03:03.8 | |
| 17 | | | | BM1 | En route | TITLE10 | WATERSID | 10/21/2019 | SECURITY | 10/21/2019 | 1:39:13.94 | |

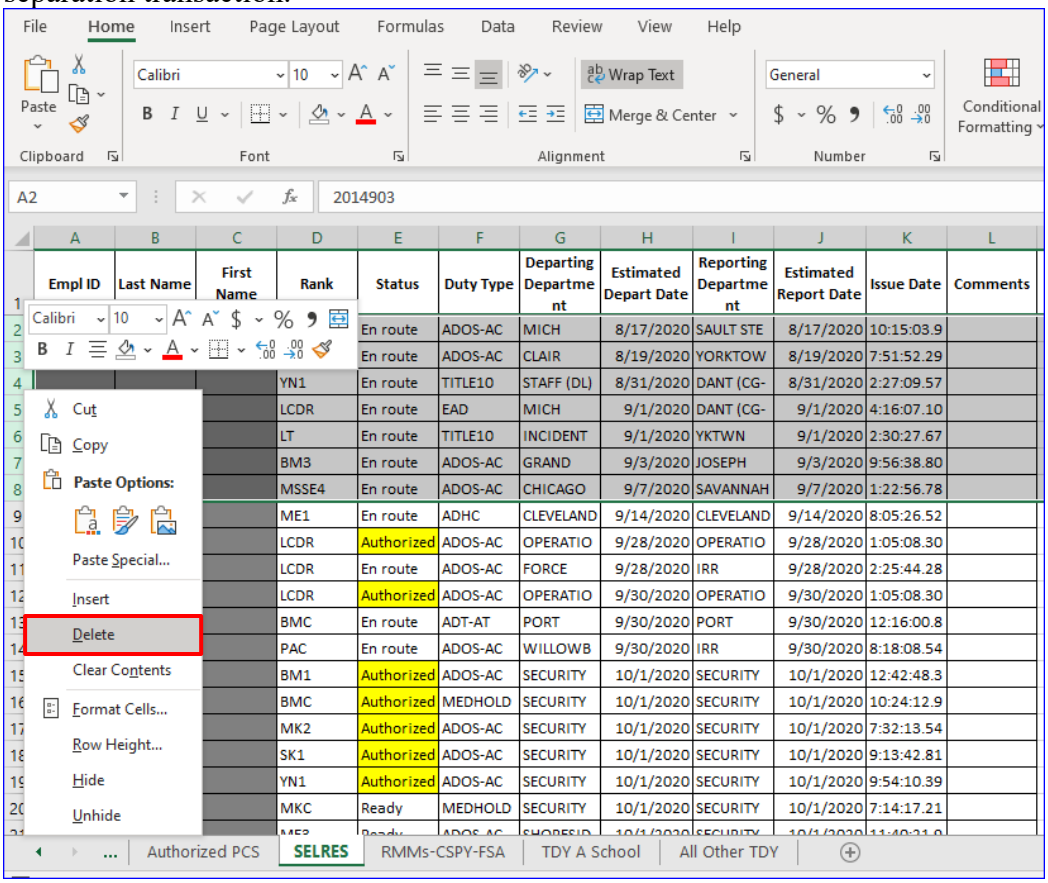
*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| 55 | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.  |
| 56 | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.  |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **57** | Scroll through the list of orders and locate ALL short-term orders in an En route status. This does NOT include long-term orders that require a Separation transaction to end the orders (such as Title 10 or ADOS). If unsure, review the orders in DA.<br><br>**Mark** each order or block of orders, **right-click** and select **Delete**. Do **NOT** delete any orders in an Authorized, Ready, or En route status that require a separation transaction.<br>  |

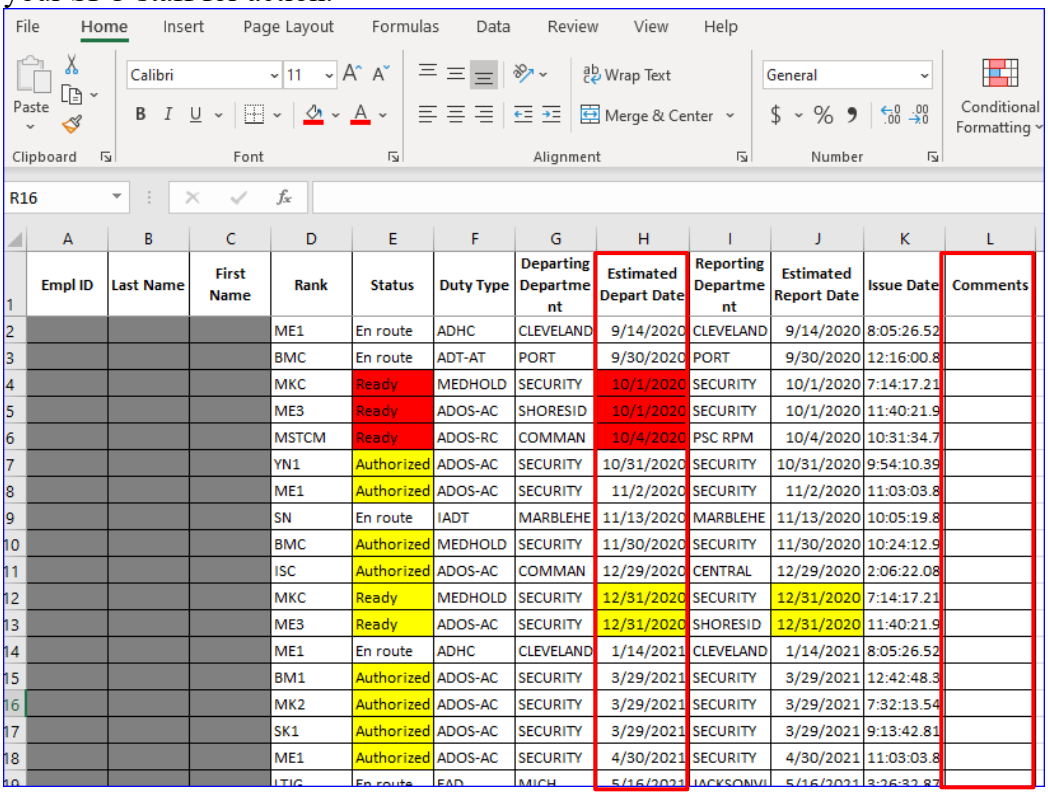


| Empl ID | Last Name | First Name | Rank | Status | Duty Type | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | En route | ADOS-AC | MICH | 8/17/2020 | SAULT STE | 8/17/2020 | 10:15:03.9 | |
| | | | | En route | ADOS-AC | CLAIR | 8/19/2020 | YORKTOW | 8/19/2020 | 7:51:52.29 | |
| | | | YN1 | En route | TITLE10 | STAFF (DL) | 8/31/2020 | DANT (CG- | 8/31/2020 | 2:27:09.57 | |
| | | | LCDR | En route | EAD | MICH | 9/1/2020 | DANT (CG- | 9/1/2020 | 4:16:07.10 | |
| | | | LT | En route | TITLE10 | INCIDENT | 9/1/2020 | YKTWN | 9/1/2020 | 2:30:27.67 | |
| | | | BM3 | En route | ADOS-AC | GRAND | 9/3/2020 | JOSEPH | 9/3/2020 | 9:56:38.80 | |
| | | | MSSE4 | En route | ADOS-AC | CHICAGO | 9/7/2020 | SAVANNAH | 9/7/2020 | 1:22:56.78 | |
| | | | ME1 | En route | ADHC | CLEVELAND | 9/14/2020 | CLEVELAND | 9/14/2020 | 8:05:26.52 | |
| | | | LCDR | Authorized | ADOS-AC | OPERATIO | 9/28/2020 | OPERATIO | 9/28/2020 | 1:05:08.30 | |
| | | | LCDR | En route | ADOS-AC | FORCE | 9/28/2020 | IRR | 9/28/2020 | 2:25:44.28 | |
| | | | LCDR | Authorized | ADOS-AC | OPERATIO | 9/30/2020 | OPERATIO | 9/30/2020 | 1:05:08.30 | |
| | | | BMC | En route | ADT-AT | PORT | 9/30/2020 | PORT | 9/30/2020 | 12:16:00.8 | |
| | | | PAC | En route | ADOS-AC | WILLOWB | 9/30/2020 | IRR | 9/30/2020 | 8:18:08.54 | |
| | | | BM1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 12:42:48.3 | |
| | | | BMC | Authorized | MEDHOLD | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 10:24:12.9 | |
| | | | MK2 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 7:32:13.54 | |
| | | | SK1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 9:13:42.81 | |
| | | | YN1 | Authorized | ADOS-AC | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 9:54:10.39 | |
| | | | MKC | Ready | MEDHOLD | SECURITY | 10/1/2020 | SECURITY | 10/1/2020 | 7:14:17.21 | |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **58** | In **Column H** (Estimated Depart Date):<br>• **Highlight** all Ready orders past due through the current date in RED.<br>• **Highlight** all Ready orders from tomorrow's date through next paycut in YELLOW.<br><br>**Enter Comments as needed** to pass information to the AOR field Admins or to your SPO staff for action. |




| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Duty Type | Departing Department | Estimated Depart Date | Reporting Department | Estimated Report Date | Issue Date | Comments |
| 2 | | | | ME1 | En route | ADHC | CLEVELAND | 9/14/2020 | CLEVELAND | 9/14/2020 | 8:05:26.52 | |
| 3 | | | | BMC | En route | ADT-AT | PORT | 9/30/2020 | PORT | 9/30/2020 | 12:16:00.8 | |
| 4 | | | | MKC | 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 | MARBLEHE | 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 | | | | MKC | 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 | CLEVELAND | 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 | |

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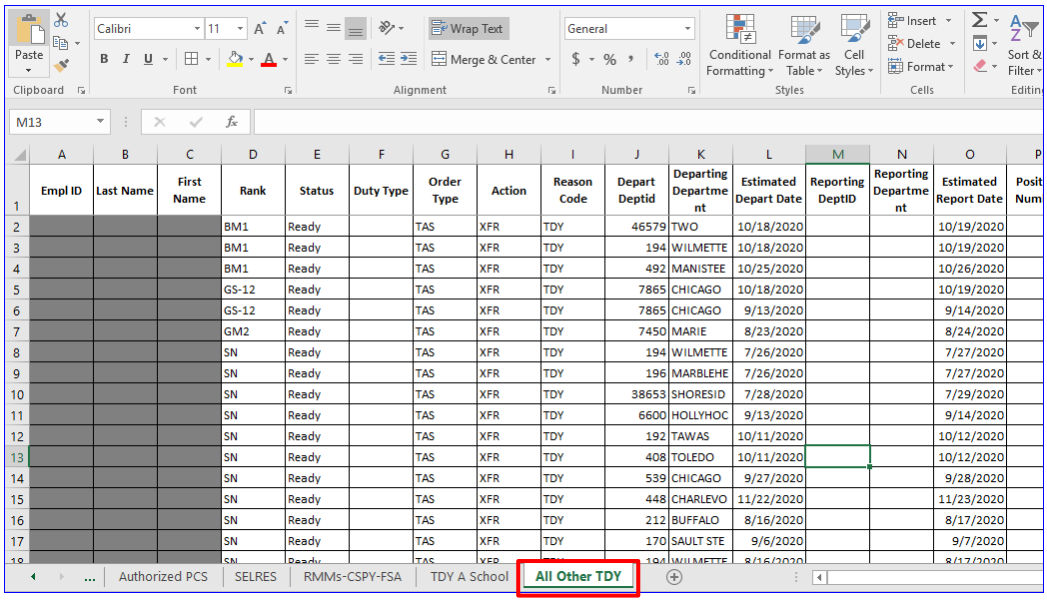
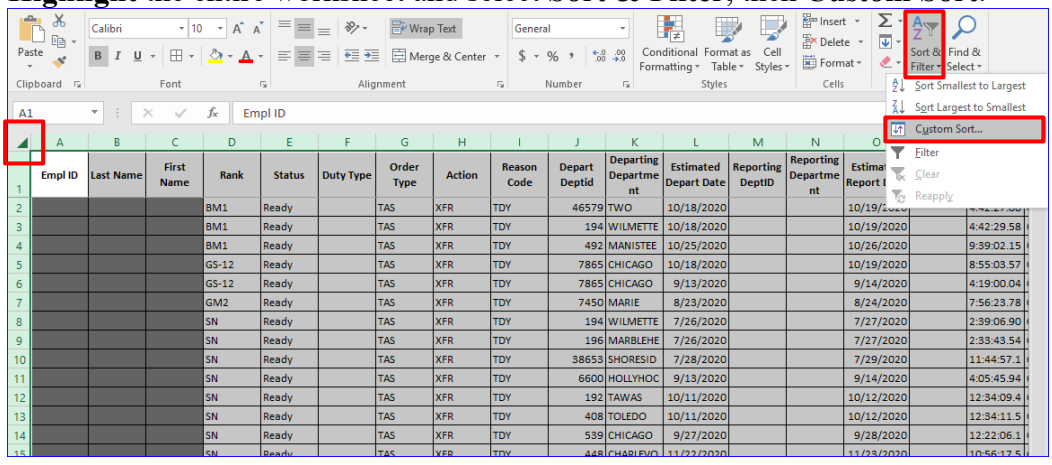
**Procedures**,
continued

| Step | Action |
|---|---|
| **59** | Go to the **All Other TDY** tab.<br>  |
| **60** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

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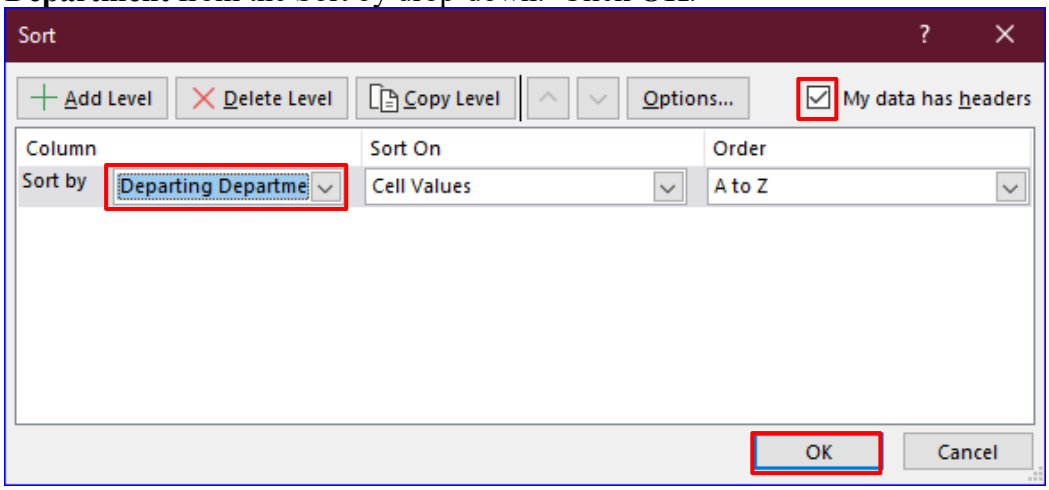
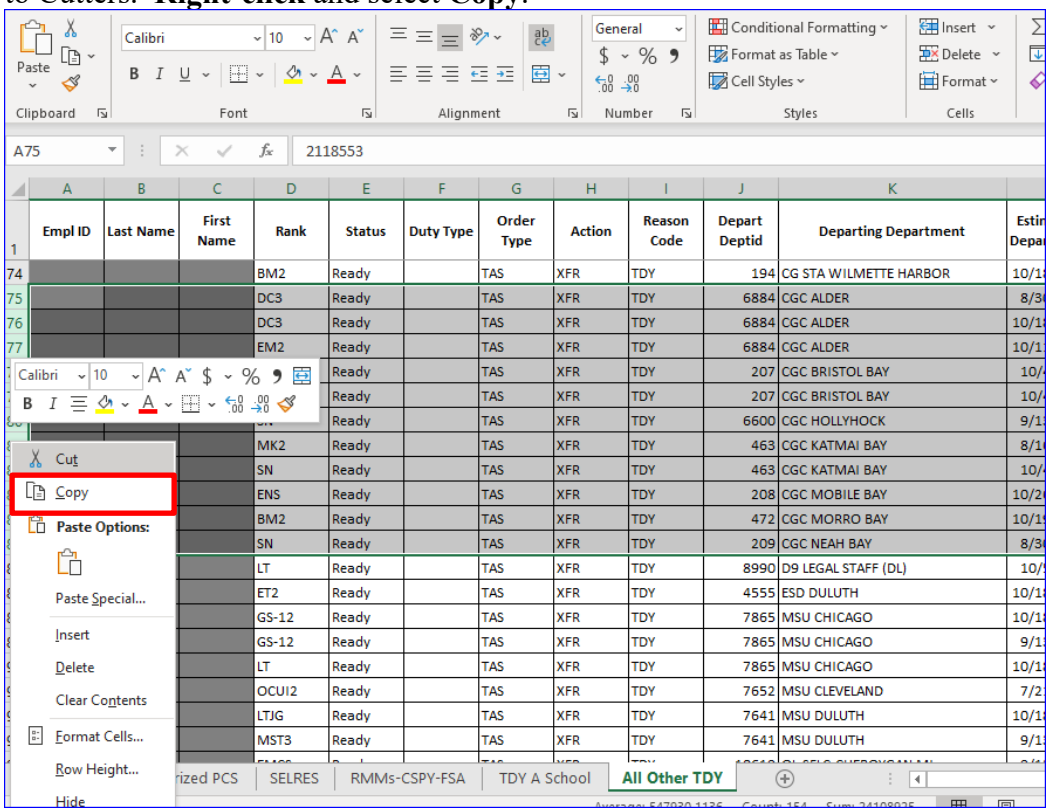
**Procedures**,
continued

| Step | Action |
|---|---|
| **61** | Ensure the **My data has headers** block is checked and then select **Departing Department** from the Sort by drop-down. Click **OK**.<br>  |
| **62** | Scroll through the worksheet and **highlight** all the orders for members assigned to Cutters. **Right-click** and select **Copy**.<br>  |

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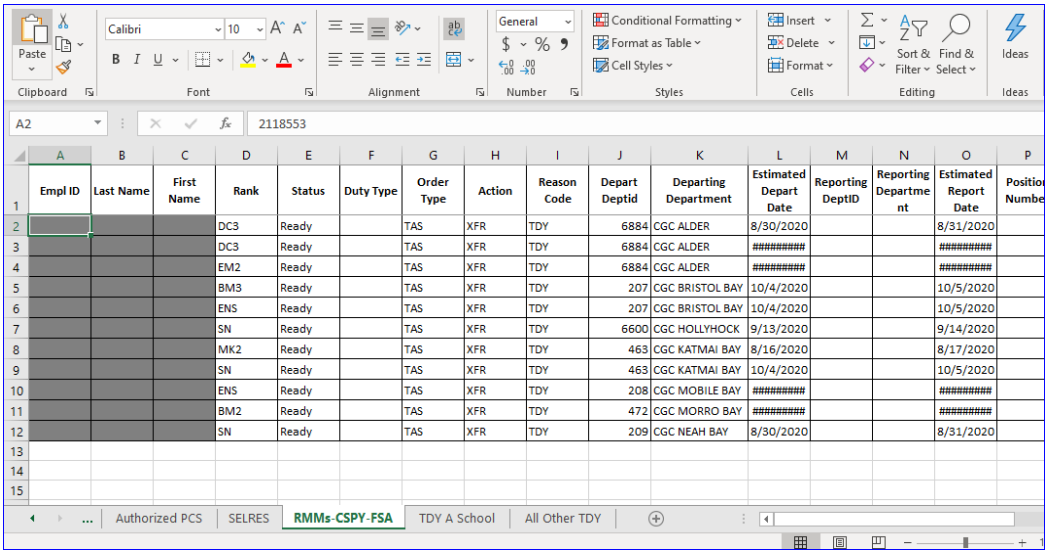
**Procedures**,
continued

| Step | Action |
|---|---|
| **63** | Go to the **RMMs-CSPY-FSA** tab and **Paste** the orders into the worksheet. |

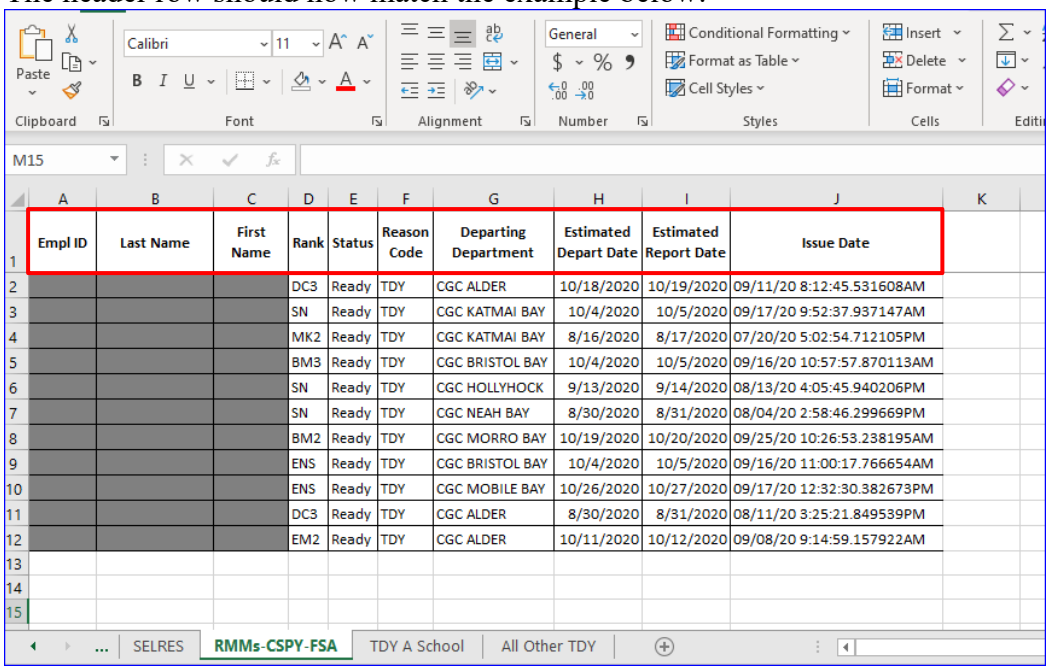


| | A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Duty Type | Order Type | Action | Reason Code | Depart Deptid | Departing Department | Estimated Depart Date | Reporting DeptID | Reporting Department | Estimated Report Date | Position Numbe |
| 2 | | | | DC3 | Ready | | TAS | XFR | TDY | 6884 | CGC ALDER | 8/30/2020 | | | 8/31/2020 | |
| 3 | | | | DC3 | Ready | | TAS | XFR | TDY | 6884 | CGC ALDER | ########## | | | ########## | |
| 4 | | | | EM2 | Ready | | TAS | XFR | TDY | 6884 | CGC ALDER | ########## | | | ########## | |
| 5 | | | | BM3 | Ready | | TAS | XFR | TDY | 207 | CGC BRISTOL BAY | 10/4/2020 | | | 10/5/2020 | |
| 6 | | | | ENS | Ready | | TAS | XFR | TDY | 207 | CGC BRISTOL BAY | 10/4/2020 | | | 10/5/2020 | |
| 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 | |
| 9 | | | | SN | Ready | | TAS | XFR | TDY | 463 | CGC KATMAI BAY | 10/4/2020 | | | 10/5/2020 | |
| 10 | | | | ENS | Ready | | TAS | XFR | TDY | 208 | CGC MOBILE BAY | ########## | | | ########## | |
| 11 | | | | BM2 | Ready | | TAS | XFR | TDY | 472 | CGC MORRO BAY | ########## | | | ########## | |
| 12 | | | | SN | Ready | | TAS | XFR | TDY | 209 | CGC NEAH BAY | 8/30/2020 | | | 8/31/2020 | |
| 13 | | | | | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | | | | | |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **64** | On the **RMMs-CSPY-FSA** tab: The following is **optional** but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Reporting Department<br>• Position Number<br>• Order<br><br>The header row should now match the example below: |



| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Estimated Report Date | Issue Date |
|---|---|---|---|---|---|---|---|---|---|
| | | | DC3 | Ready | TDY | CGC ALDER | 10/18/2020 | 10/19/2020 | 09/11/20 8:12:45.531608AM |
| | | | SN | Ready | TDY | CGC KATMAI BAY | 10/4/2020 | 10/5/2020 | 09/17/20 9:52:37.937147AM |
| | | | MK2 | Ready | TDY | CGC KATMAI BAY | 8/16/2020 | 8/17/2020 | 07/20/20 5:02:54.712105PM |
| | | | BM3 | Ready | TDY | CGC BRISTOL BAY | 10/4/2020 | 10/5/2020 | 09/16/20 10:57:57.870113AM |
| | | | SN | Ready | TDY | CGC HOLLYHOCK | 9/13/2020 | 9/14/2020 | 08/13/20 4:05:45.940206PM |
| | | | SN | Ready | TDY | CGC NEAH BAY | 8/30/2020 | 8/31/2020 | 08/04/20 2:58:46.299669PM |
| | | | BM2 | Ready | TDY | CGC MORRO BAY | 10/19/2020 | 10/20/2020 | 09/25/20 10:26:53.238195AM |
| | | | ENS | Ready | TDY | CGC BRISTOL BAY | 10/4/2020 | 10/5/2020 | 09/16/20 11:00:17.766654AM |
| | | | ENS | Ready | TDY | CGC MOBILE BAY | 10/26/2020 | 10/27/2020 | 09/17/20 12:32:30.382673PM |
| | | | DC3 | Ready | TDY | CGC ALDER | 8/30/2020 | 8/31/2020 | 08/11/20 3:25:21.849539PM |
| | | | EM2 | Ready | TDY | CGC ALDER | 10/11/2020 | 10/12/2020 | 09/08/20 9:14:59.157922AM |

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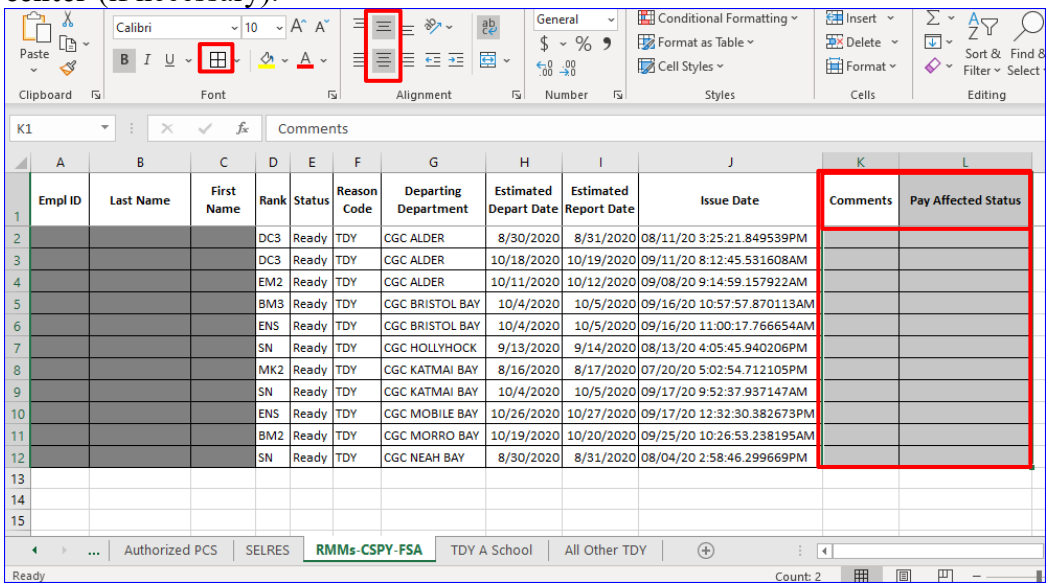
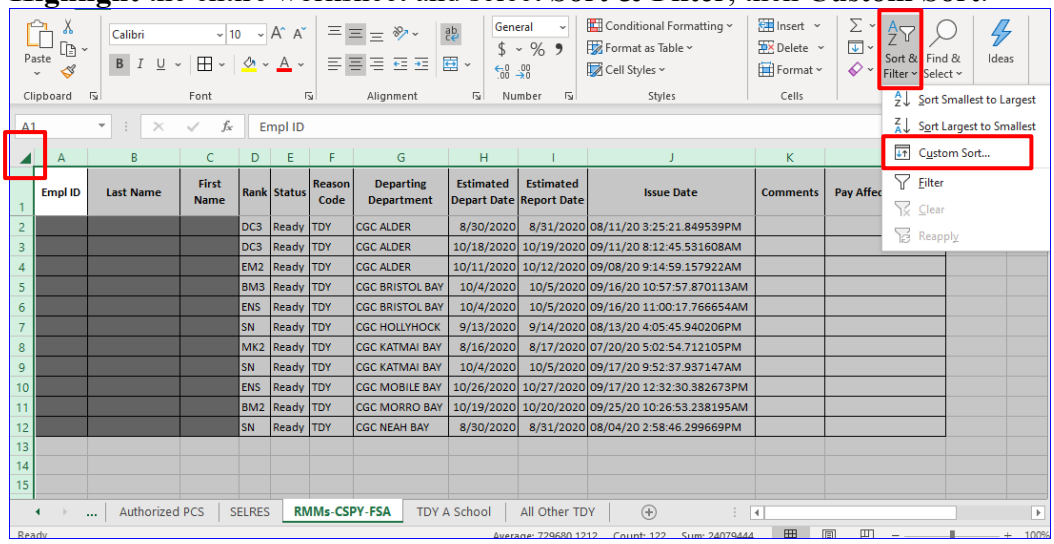
**Procedures**,
continued

| Step | Action |
|---|---|
| **65** | Type **Comments** in column K of the header row and type **Pay Affected Status** in column L of the header.<br><br>Highlight **column K and L** and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |
| **66** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

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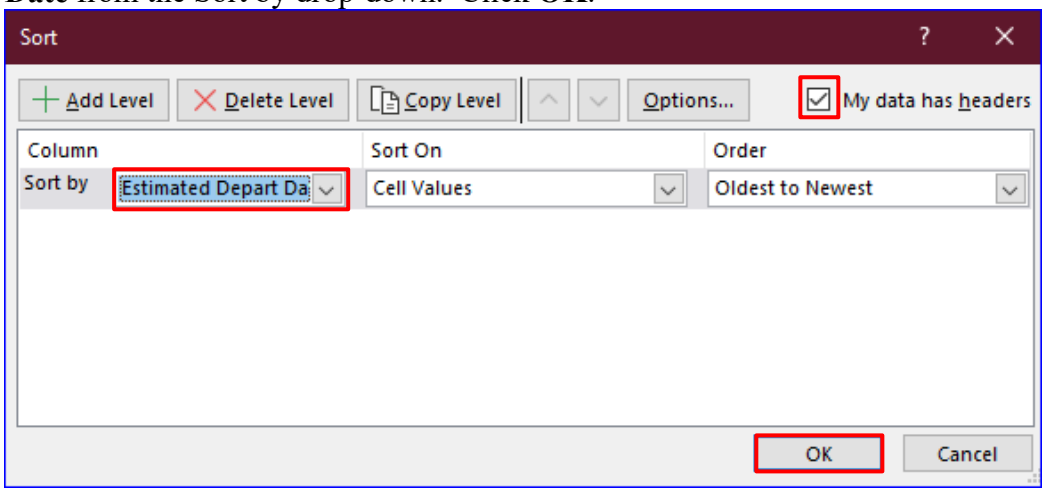
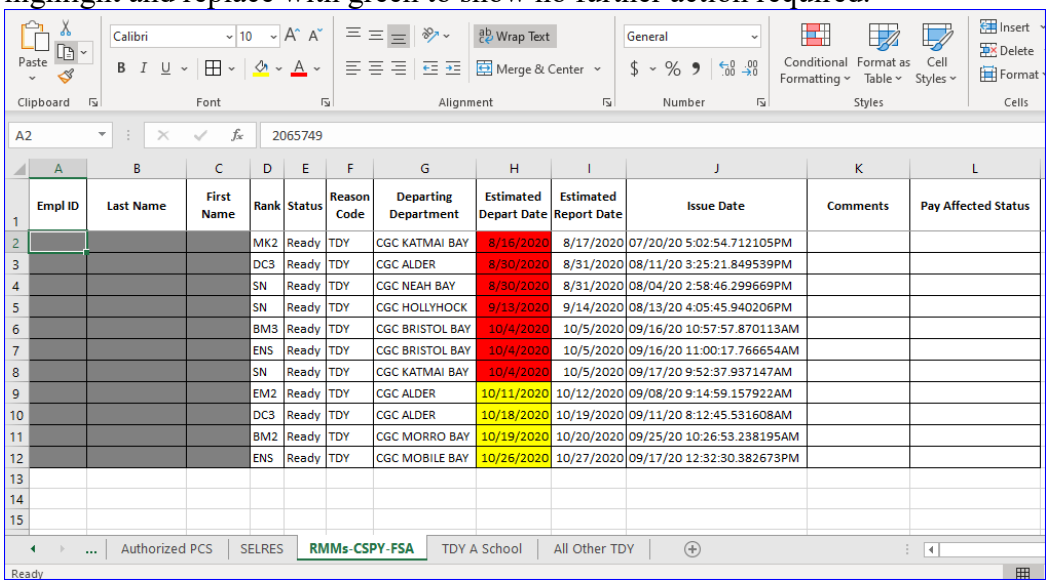
**Procedures**,
continued

| Step | Action |
|---|---|
| **67** | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.<br>  |
| **68** | In **Column H** (Estimated Depart Date):<br>• **Highlight** orders past due through the current date in RED.<br>• **Highlight** orders from tomorrow's date through next paycut in YELLOW.<br><br>In the **Comments** field: Enter information for the AOR field Admins such as "Need signed orders" or "Missing FSA worksheet", etc.<br><br>In the **Pay Affected Status field**: As the SPO staff updates you, enter those actions here such as, "RMMs completed", "CSPY stops on (date)", "FSA starts on (date)", etc.<br><br>**Optional:** Once all tasks for each row are completed, remove the red or yellow highlight and replace with green to show no further action required.<br>  |

| Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Department | Estimated Depart Date | Estimated Report Date | Issue Date | Comments | Pay Affected Status |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | MK2 | Ready | TDY | CGC KATMAI BAY | 8/16/2020 | 8/17/2020 | 07/20/20 5:02:54.712105PM | | |
| | | | DC3 | Ready | TDY | CGC ALDER | 8/30/2020 | 8/31/2020 | 08/11/20 3:25:21.849539PM | | |
| | | | SN | Ready | TDY | CGC NEAH BAY | 8/30/2020 | 8/31/2020 | 08/04/20 2:58:46.299669PM | | |
| | | | SN | Ready | TDY | CGC HOLLYHOCK | 9/13/2020 | 9/14/2020 | 08/13/20 4:05:45.940206PM | | |
| | | | BM3 | Ready | TDY | CGC BRISTOL BAY | 10/4/2020 | 10/5/2020 | 09/16/20 10:57:57.870113AM | | |
| | | | ENS | Ready | TDY | CGC BRISTOL BAY | 10/4/2020 | 10/5/2020 | 09/16/20 11:00:17.766654AM | | |
| | | | SN | Ready | TDY | CGC KATMAI BAY | 10/4/2020 | 10/5/2020 | 09/17/20 9:52:37.937147AM | | |
| | | | EM2 | Ready | TDY | CGC ALDER | 10/11/2020 | 10/12/2020 | 09/08/20 9:14:59.157922AM | | |
| | | | DC3 | Ready | TDY | CGC ALDER | 10/18/2020 | 10/19/2020 | 09/11/20 8:12:45.531608AM | | |
| | | | BM2 | Ready | TDY | CGC MORRO BAY | 10/19/2020 | 10/20/2020 | 09/25/20 10:26:53.238195AM | | |
| | | | ENS | Ready | TDY | CGC MOBILE BAY | 10/26/2020 | 10/27/2020 | 09/17/20 12:32:30.382673PM | | |

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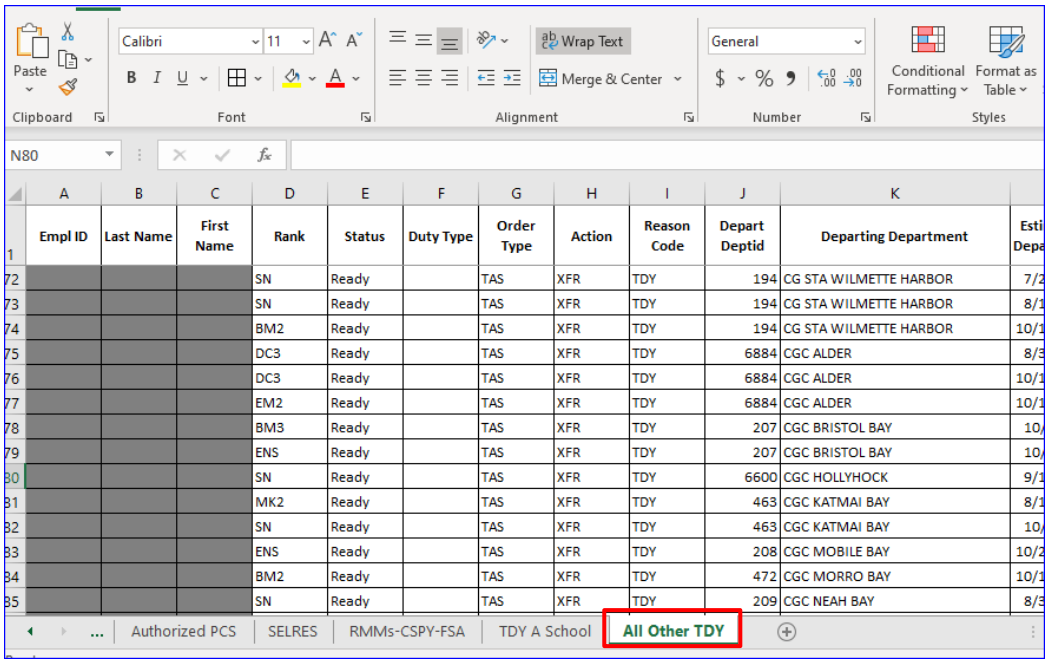
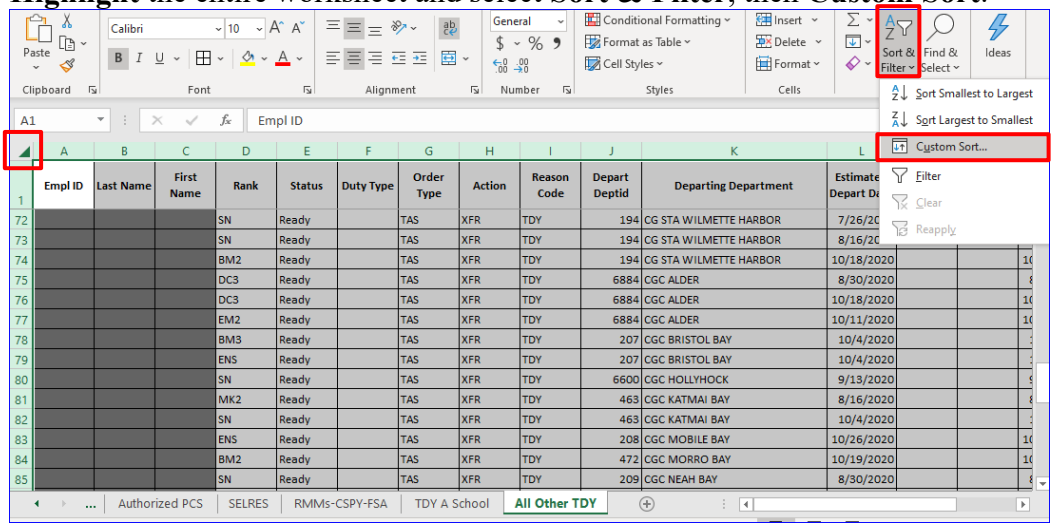
**Procedures**,
continued

| Step | Action |
|---|---|
| **69** | Return to the **All Other TDY** tab.<br>  |
| **70** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

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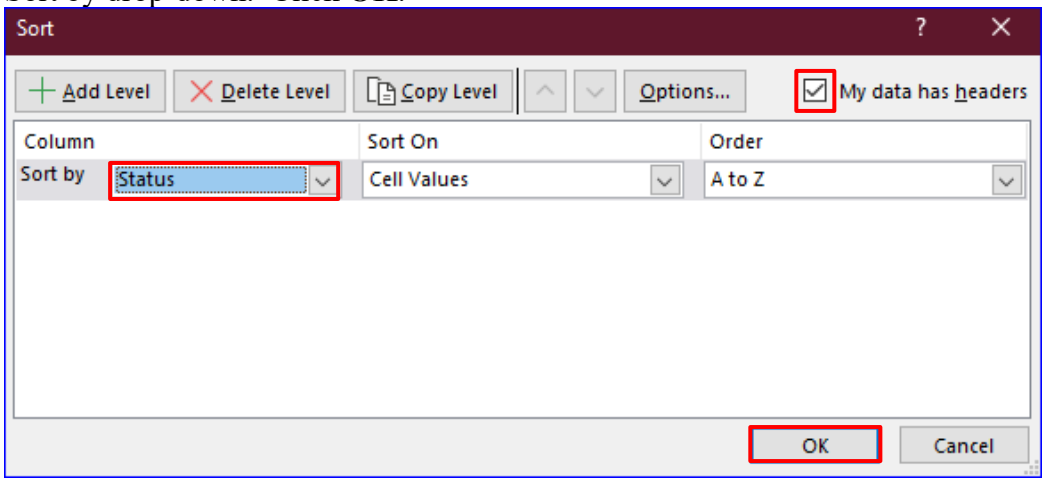
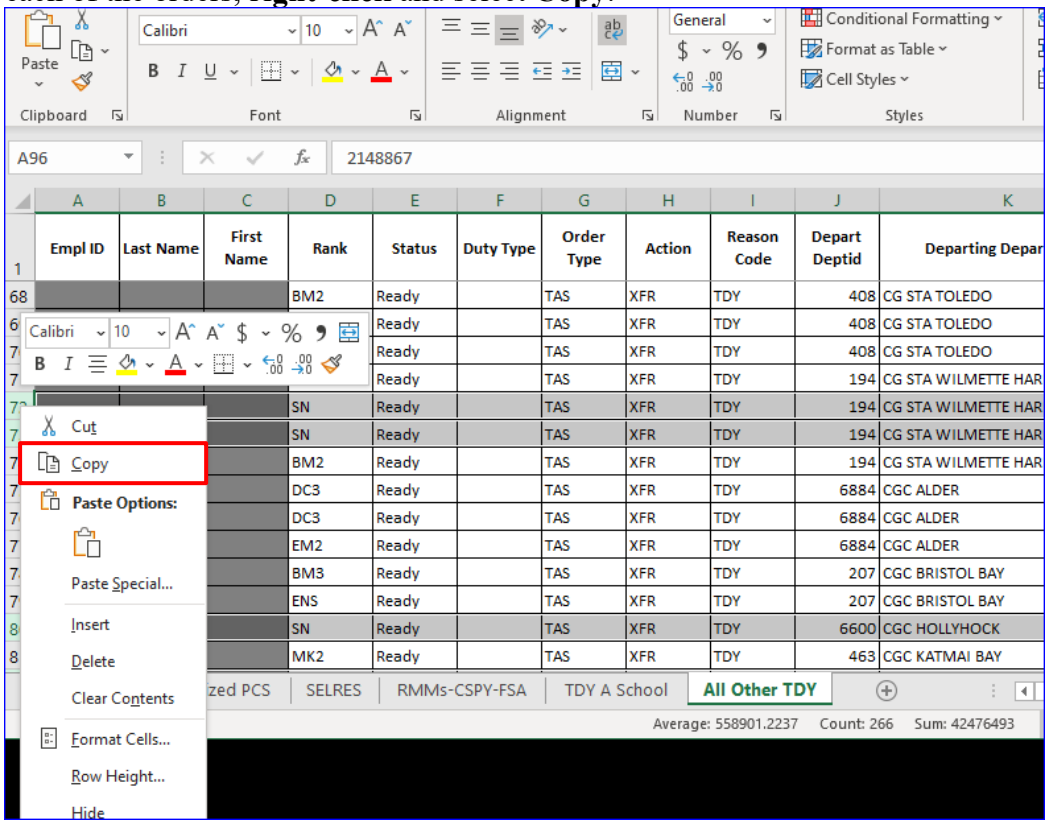
**Procedures**,
continued

| Step | Action |
|---|---|
| **71** | Ensure the **My data has headers** block is checked and select **Status** from the Sort by drop-down. Click **OK**.<br>  |
| **72** | Scroll through the data and **locate all the non-rates with orders**. **Highlight** each of the orders, **right-click** and select **Copy**.<br>  |

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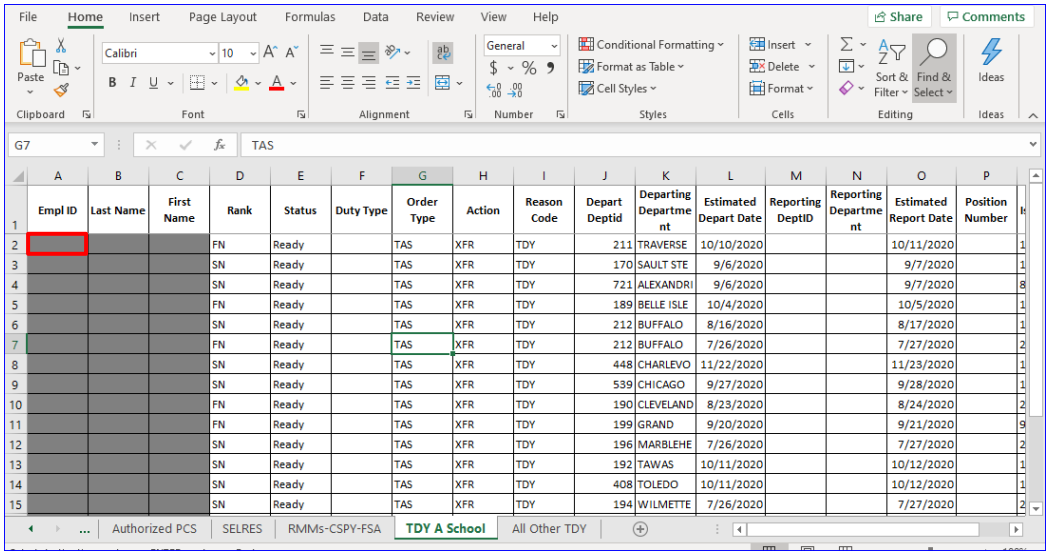
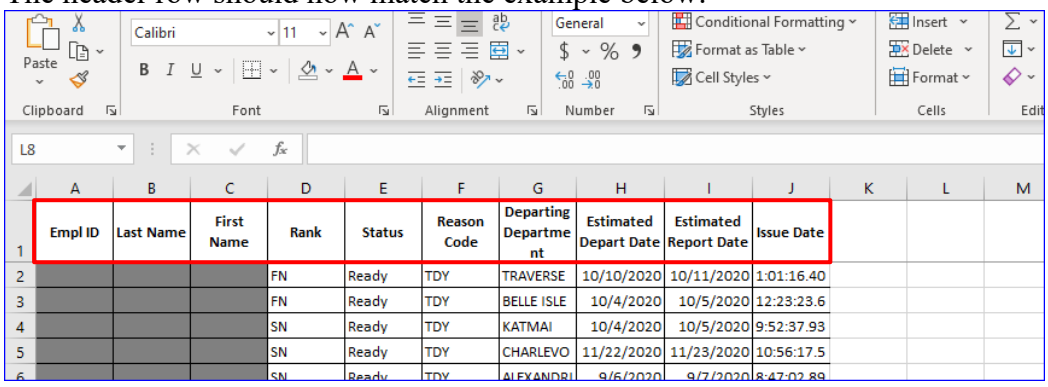
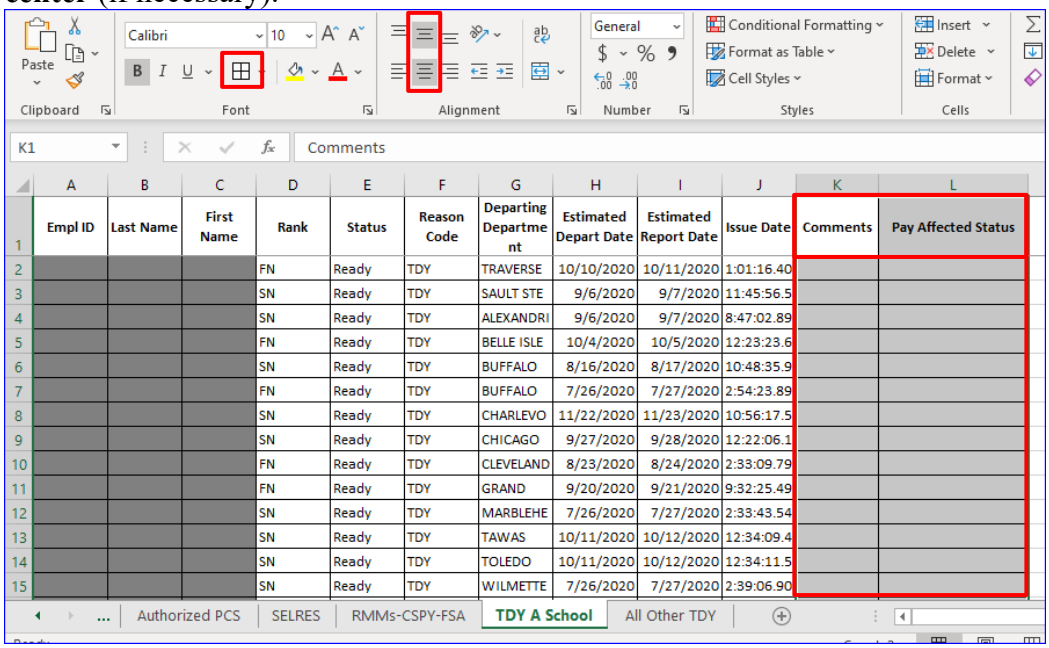
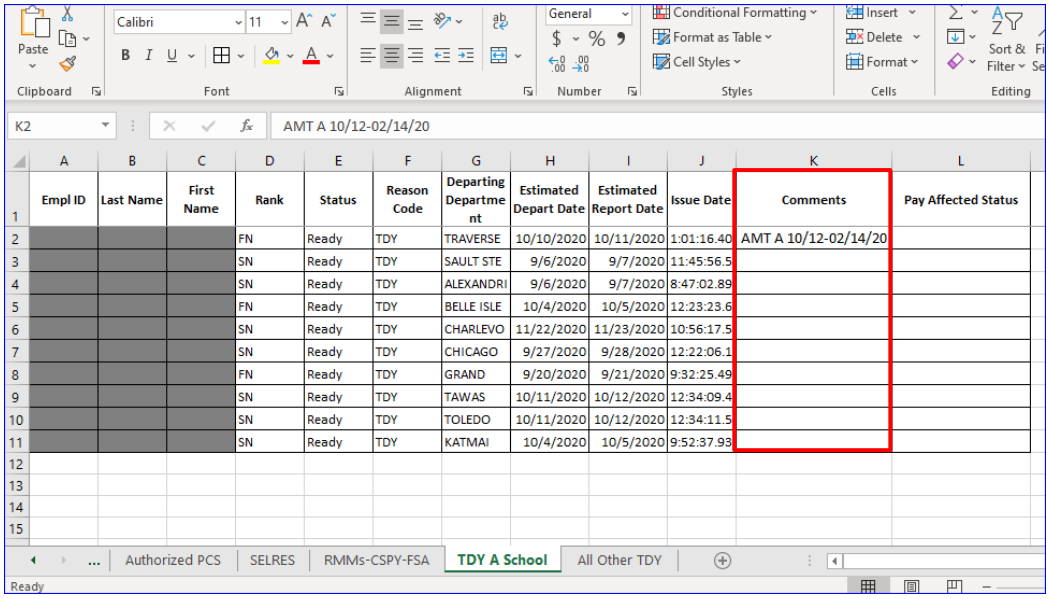
**Procedures**,
continued

| Step | Action |
|---|---|
| **73** | Go to the **TDY A School** tab. Click in the first open in block Column A. **Right-click** and select **Paste** to add the data copied from the All Other TDY worksheet.<br>  |
| **74** | On the **TDY A School** tab: The following is **optional** but recommended to allow for easier viewing of the roster. **Highlight** and **delete** the following columns:<br>• Duty Type<br>• Order Type<br>• Action<br>• Depart Deptid<br>• Reporting Deptid<br>• Reporting Department<br>• Position Number<br>• Order<br><br>The header row should now match the example below:<br>  |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **75** | Type **Comments** in column K of the header row and type **Pay Affected Status** in column L of the header.<br><br>Highlight **column K and L** and select **All Borders** from the toolbar, then select **center** (if necessary).<br>  |
| **76** | Each row needs to be reviewed against the member's orders in DA to verify they are orders for A-school. If the orders are for A-school, enter the A-school and duration in the **Comments** field. If the orders are NOT for an A-school, delete the row from the TDY A School worksheet.<br>  |

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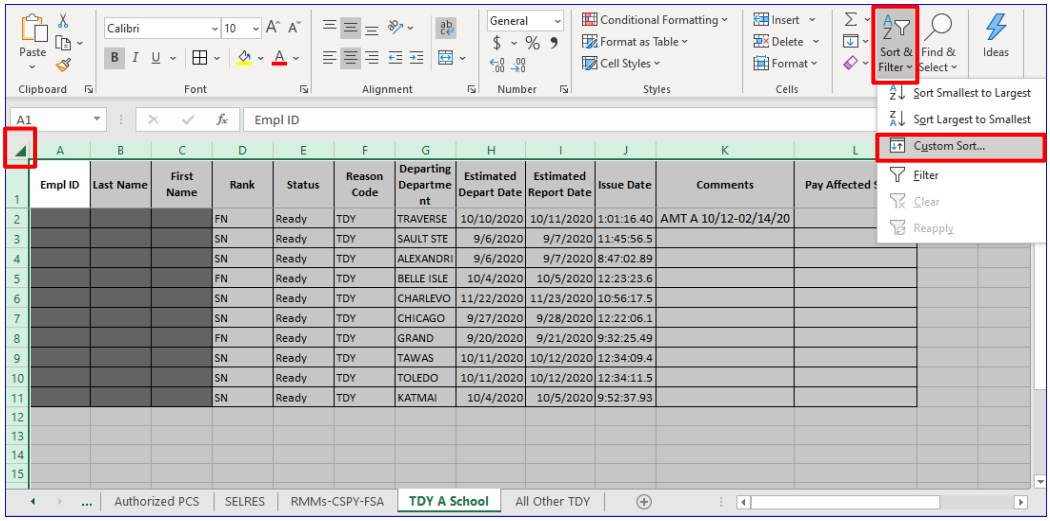
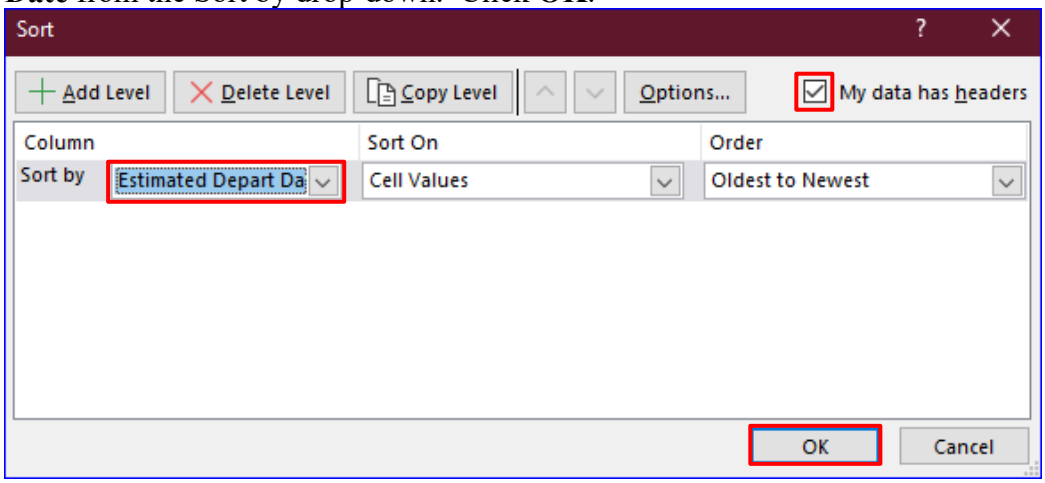
**Procedures**,
continued

| Step | Action |
|---|---|
| 77 | After all the data on the worksheet has been reviewed and updated as appropriate, **highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |
| 78 | Ensure the **My data has headers** block is checked and select **Estimated Depart Date** from the Sort by drop-down. Click **OK**.<br>  |

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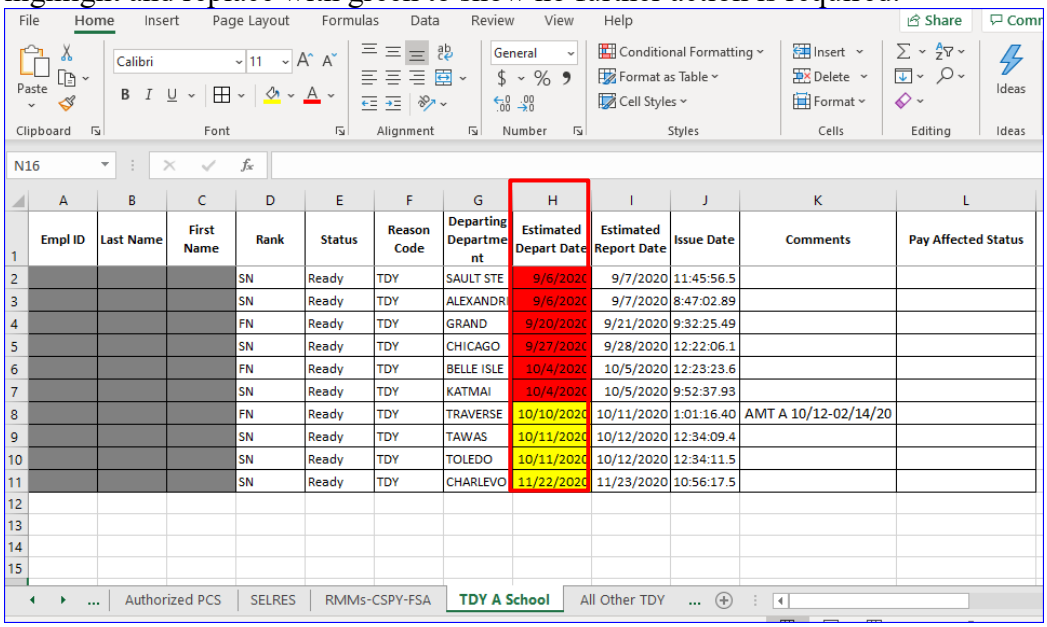
**Procedures**,
continued

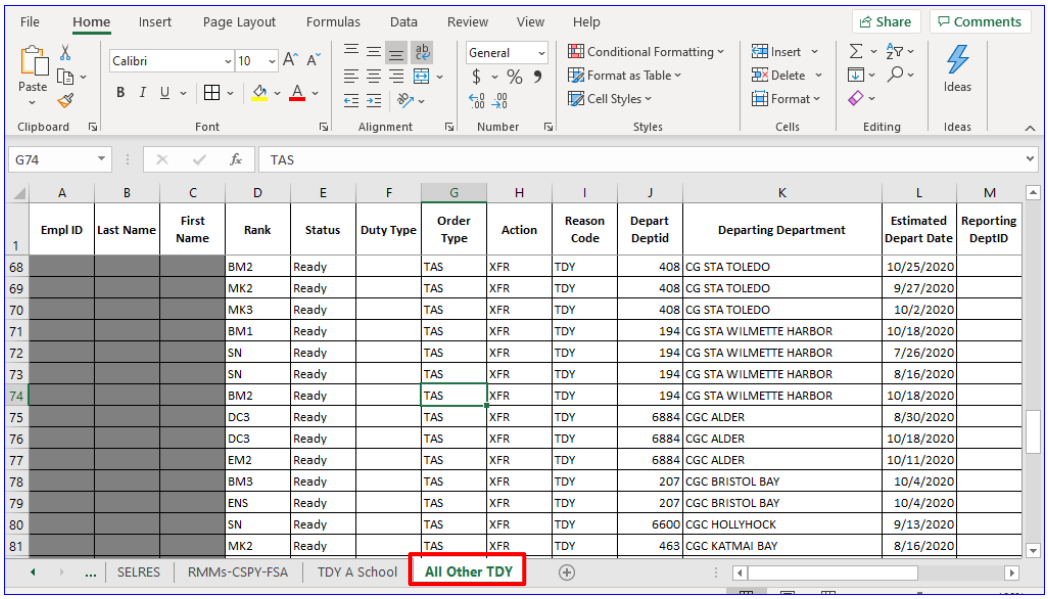
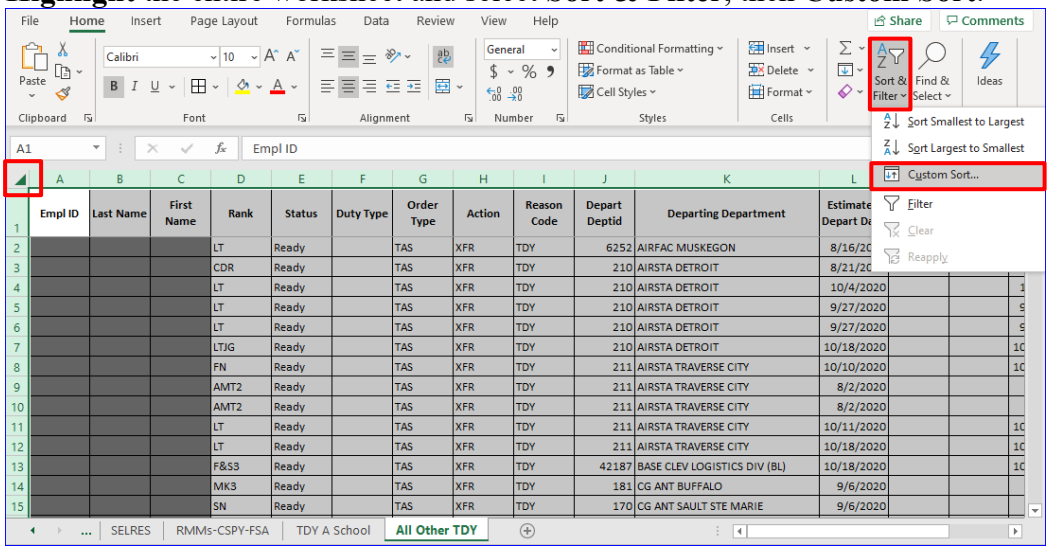
| Step | Action |
|---|---|
| **79** | In **Column H** (Estimated Depart Date):<br>• **Highlight** orders past due through the current date in RED.<br>• **Highlight** orders from tomorrow's date through next paycut in YELLOW.<br><br>In the **Pay Affected Status field**: Initially, it is recommended this column be used to indicate information such as "Need signed orders", "FSA??", etc. as necessary. As the SPO staff updates you on any actions taken, enter those actions here such as, "DMR starts on (date)", "CSPY stops on (date)", "FSA starts on (date)", etc.<br><br>**Optional:** Once all tasks for each row are completed, remove the red or yellow highlight and replace with green to show no further action is required. |



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Empl ID | Last Name | First Name | Rank | Status | Reason Code | Departing Departme nt | Estimated Depart Date | Estimated Report Date | Issue Date | Comments | Pay Affected Status |
| 2 | | | | SN | Ready | TDY | SAULT STE | 9/6/2020 | 9/7/2020 | 11:45:56.5 | | |
| 3 | | | | SN | Ready | TDY | ALEXANDR | 9/6/2020 | 9/7/2020 | 8:47:02.89 | | |
| 4 | | | | FN | Ready | TDY | GRAND | 9/20/2020 | 9/21/2020 | 9:32:25.49 | | |
| 5 | | | | SN | Ready | TDY | CHICAGO | 9/27/2020 | 9/28/2020 | 12:22:06.1 | | |
| 6 | | | | FN | Ready | TDY | BELLE ISLE | 10/4/2020 | 10/5/2020 | 12:23:23.6 | | |
| 7 | | | | SN | Ready | TDY | KATMAI | 10/4/2020 | 10/5/2020 | 9:52:37.93 | | |
| 8 | | | | FN | Ready | TDY | TRAVERSE | 10/10/2020 | 10/11/2020 | 1:01:16.40 | AMT A 10/12-02/14/20 | |
| 9 | | | | SN | Ready | TDY | TAWAS | 10/11/2020 | 10/12/2020 | 12:34:09.4 | | |
| 10 | | | | SN | Ready | TDY | TOLEDO | 10/11/2020 | 10/12/2020 | 12:34:11.5 | | |
| 11 | | | | SN | Ready | TDY | CHARLEVO | 11/22/2020 | 11/23/2020 | 10:56:17.5 | | |
| 12 | | | | | | | | | | | | |
| 13 | | | | | | | | | | | | |
| 14 | | | | | | | | | | | | |
| 15 | | | | | | | | | | | | |

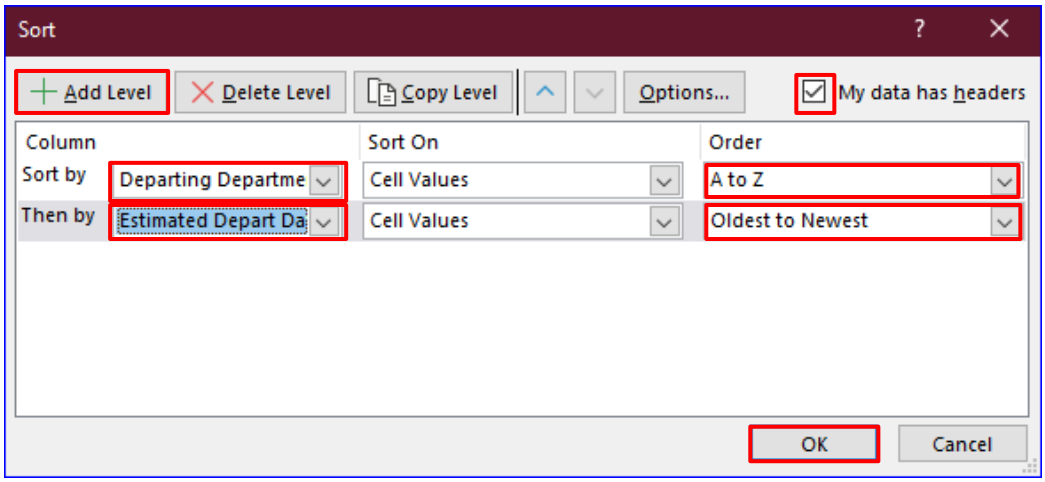
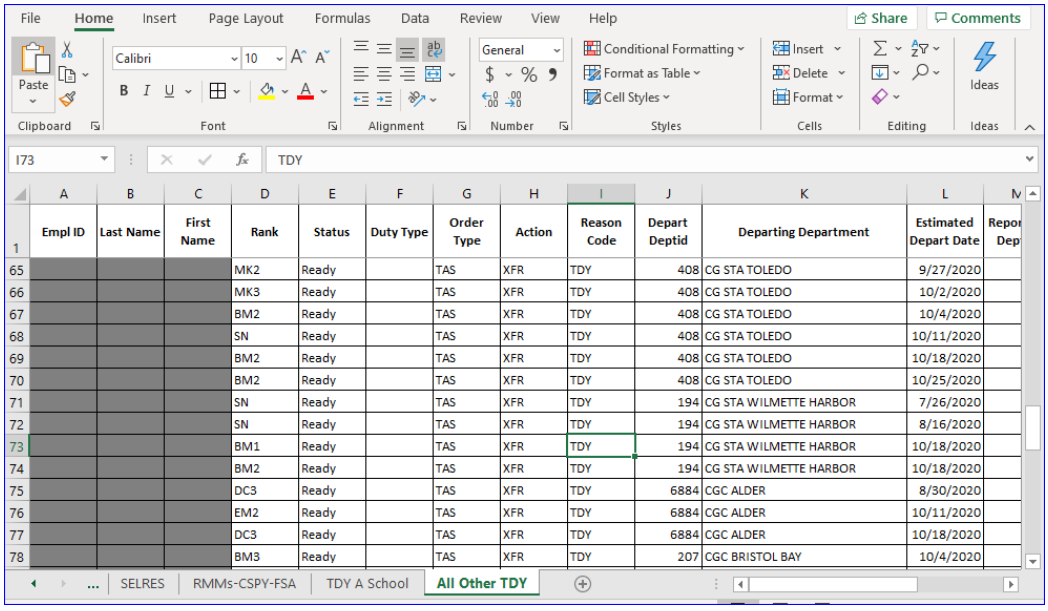
*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **80** | Return to the **All Other TDY** tab.<br>  |
| **81** | **Highlight** the entire worksheet and select **Sort & Filter**, then **Custom Sort**.<br>  |

*Continued on next page*

**Procedures**,
continued

| Step | Action |
|---|---|
| **82** | Ensure the **My data has headers** block is checked then select **Departing Department** from the Sort by drop-down and the Order indicates **A to Z**. Click **+ Add Level**. Select **Estimated Depart Date** from the Then by drop-down and the Order indicates **Oldest to Newest**. Click **OK**.<br>  |
| **83** | No further action is required for this worksheet. This worksheet is more a courtesy tab for the P&A POCs ensuring visibility of their member's movements.<br>  <br>Empl ID / Last Name / First Name / Rank / Status / Duty Type / Order Type / Action / Reason Code / Depart Deptid / Departing Department / Estimated Depart Date<br>65 MK2 Ready TAS XFR TDY 408 CG STA TOLEDO 9/27/2020<br>66 MK3 Ready TAS XFR TDY 408 CG STA TOLEDO 10/2/2020<br>67 BM2 Ready TAS XFR TDY 408 CG STA TOLEDO 10/4/2020<br>68 SN Ready TAS XFR TDY 408 CG STA TOLEDO 10/11/2020<br>69 BM2 Ready TAS XFR TDY 408 CG STA TOLEDO 10/18/2020<br>70 BM2 Ready TAS XFR TDY 408 CG STA TOLEDO 10/25/2020<br>71 SN Ready TAS XFR TDY 194 CG STA WILMETTE HARBOR 7/26/2020<br>72 SN Ready TAS XFR TDY 194 CG STA WILMETTE HARBOR 8/16/2020<br>73 BM1 Ready TAS XFR TDY 194 CG STA WILMETTE HARBOR 10/18/2020<br>74 BM2 Ready TAS XFR TDY 194 CG STA WILMETTE HARBOR 10/18/2020<br>75 DC3 Ready TAS XFR TDY 6884 CGC ALDER 8/30/2020<br>76 EM2 Ready TAS XFR TDY 6884 CGC ALDER 10/11/2020<br>77 DC3 Ready TAS XFR TDY 6884 CGC ALDER 10/18/2020<br>78 BM3 Ready TAS XFR TDY 207 CGC BRISTOL BAY 10/4/2020 |