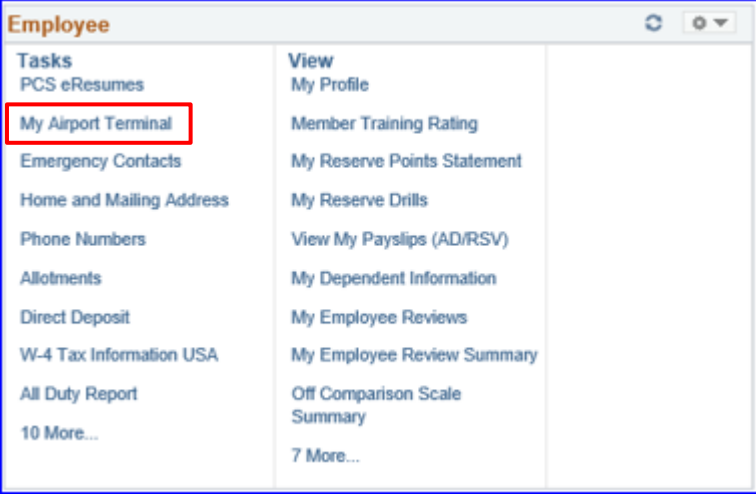
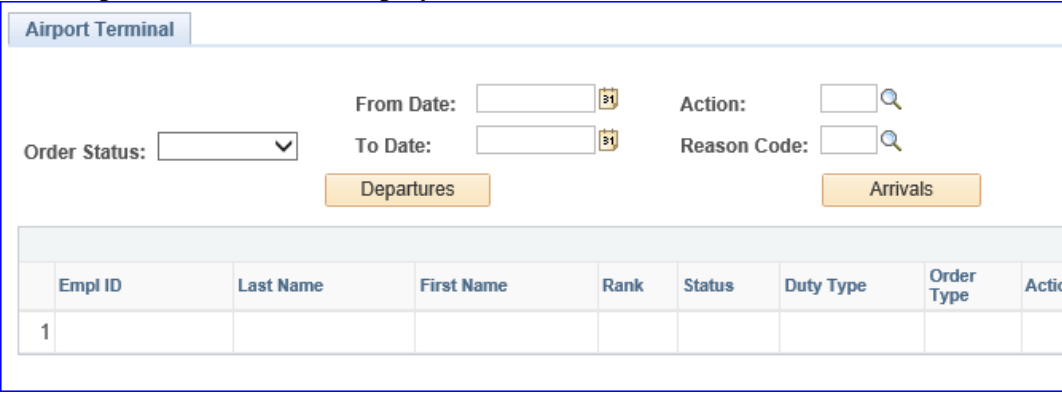


# Viewing My Airport Terminal Orders

**Introduction** This guide provides the procedures for viewing My Airport Terminal orders in Direct Access.

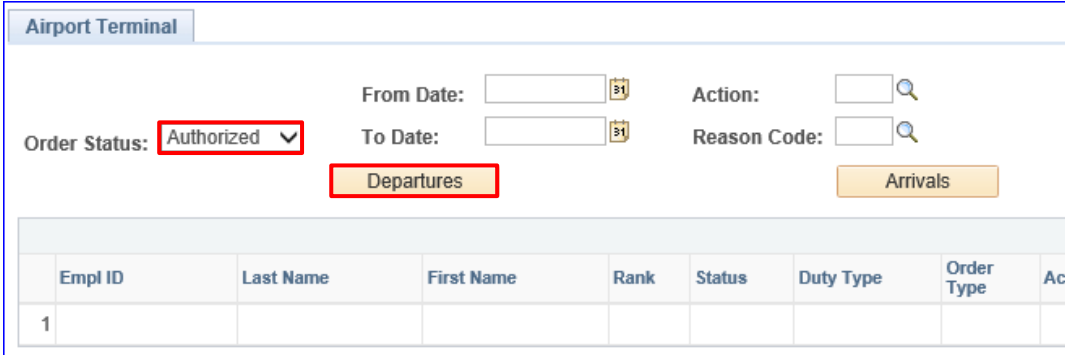
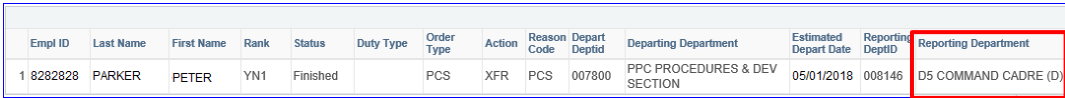
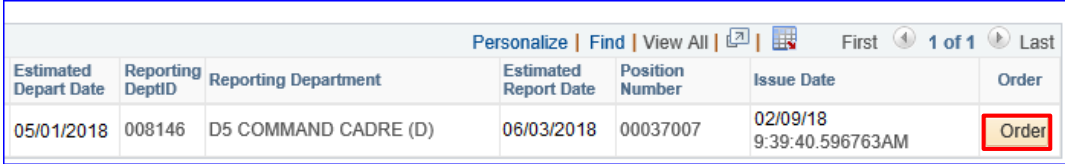
**Procedures** See below.

| Step            | Action  |
|-----------------|---|
| <p><b>1</b></p> | <p>Click the <b>My Airport Terminal</b> link in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of links. The 'My Airport Terminal' link is highlighted with a red rectangular box. Other visible links include: Tasks, PCS eResumes, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, 10 More..., View, My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p> |
| <p><b>2</b></p> | <p>The Airport Terminal will display.</p>  <p>The screenshot shows the 'Airport Terminal' interface. It includes a search bar, filters for 'From Date', 'To Date', 'Action', and 'Reason Code', and buttons for 'Departures' and 'Arrivals'. Below the filters is a table with the following columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, Order Type, and Action. The first row of the table shows '1' in the 'Empl ID' column.</p>  |

*Continued on next page*

## Viewing My Airport Terminal Orders, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 3    | <p>Change the <b>Order Status</b> to Authorized. Click <b>Departures</b>.</p>  <p>The screenshot shows the 'Airport Terminal' header. Below it are search filters for 'From Date', 'To Date', 'Action', and 'Reason Code'. The 'Order Status' dropdown is set to 'Authorized'. The 'Departures' button is highlighted in red. Below the filters is a table with columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, Order Type, and Action. The first row shows '1' in the Empl ID column.</p>   |
| 4    | <p>Any Authorized orders will display. The <b>Reporting Department</b> is the unit where the member is being transferred to. Scroll to the right to see additional information.</p>  <p>The screenshot shows a table with the following columns: Empl ID, Last Name, First Name, Rank, Status, Duty Type, Order Type, Action, Reason Code, Depart Deptid, Departing Department, Estimated Depart Date, Reporting DeptID, and Reporting Department. The 'Reporting Department' column is highlighted in red. The first row contains: 1, 8282828, PARKER, PETER, YN1, Finished, PCS, XFR, PCS, 007800, PPC PROCEDURES &amp; DEV SECTION, 05/01/2018, 008146, D5 COMMAND CADRE (D).</p> |
| 5    | <p>Scrolling to the right shows the Estimated Report Date as well as the Issue Date of the orders. Click on the <b>Order</b> button to open the view-only Order.</p>  <p>The screenshot shows a table with columns: Estimated Depart Date, Reporting DeptID, Reporting Department, Estimated Report Date, Position Number, Issue Date, and Order. The 'Order' button is highlighted in red. The first row contains: 05/01/2018, 008146, D5 COMMAND CADRE (D), 06/03/2018, 00037007, 02/09/18 9:39:40.596763AM.</p>   |

*Continued on next page*

## Viewing My Airport Terminal Orders, Continued

Procedures,  
continued

| Step  | Action   |  |                       |  |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
|---|--|--|-----------------------|--|----------------|------------------------------|------------------------|----------------------|--------|------------------|----|--------------------------|----------|---------------------|--------------|--------|-------------------|--------|-----|--|--|---------|-----|------------------|-----------------------|-------------------------|--|--|--|--|--|---|--|--|--|--|---------|-------------|-----------------|----------------|-------------|----------------|--------------------|----------------------|----------------------|---|--------|----------|------------|------------|------|------------------------------|---------------------|--------|--|--|--|------------|--|---------------|--|--|--|--|--|--|------------|--|--------------|--|--|--|--|--|--|------------|--|-------------|--|--|--|----|--------|----------|------------|------------|------|----------------------|--------------|----------|
| <b>6</b>  | <p>The orders will open in a new tab. There is not an option to print the orders. You will need to contact the Admin/SPO for a printed copy of the orders.</p> <div style="border: 1px solid black; padding: 5px;"> <p> <a href="#">PCS Order</a>   <a href="#">Notes</a>   <a href="#">Funding</a>   <a href="#">Approval</a>   <a href="#">Audit</a> </p> <p> <a href="#">Peter Parker</a>      Empl ID: 8282828      Empl Record: 0                 </p> <p>                     Trans ID: 2306458      Order Action: <span style="background-color: #f4a460; padding: 2px 5px;">Go</span> </p> <p>                     Order Begin Date: 05/01/2018      Order Type: Permanent Change of Station                 </p> <p>                     Order End Date: 06/03/2018      Order Status: Finished                 </p> <p><b>PCS Basic Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Current Department:</td> <td>007800</td> <td>PSC-CSD PROCEDURES &amp; DEV BR</td> <td>Project Code:</td> <td>ra3</td> </tr> <tr> <td>Current Location Code:</td> <td>KS0001</td> <td>CG PPC</td> <td>Program Element:</td> <td>RA</td> </tr> <tr> <td>Current Position Number:</td> <td>00081070</td> <td>UNBUDGETED POSITION</td> <td>Fund Source:</td> <td>AFC-01</td> </tr> <tr> <td>Current Job Code:</td> <td>436093</td> <td>YN1</td> <td></td> <td></td> </tr> <tr> <td>Action:</td> <td>XFR</td> <td>Reason Code: PCS</td> <td>Mutual Code: Standard</td> <td>Rotation Dt: 07/01/2022</td> </tr> <tr> <td colspan="5">Authorizing Official: M. J. Watson, YN1, USCG, BYDIR</td> </tr> <tr> <td colspan="2"><input checked="" type="checkbox"/> Govt Credit Card Holder</td> <td colspan="2"><input checked="" type="checkbox"/> Is Travel Authorized for these Orders?</td> <td style="text-align: right;"><span style="background-color: #d3d3d3; padding: 2px 5px;">Route for Approval</span></td> </tr> </table> <p><b>Itinerary</b> <span style="float: right;">Personalize   Find      First 1-5 of 5 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Seq Nbr</th> <th>Travel Type</th> <th>Travel Approval</th> <th>Estimated Date</th> <th>Actual Date</th> <th>Nature of Duty</th> <th>Deptid Description</th> <th>Position Description</th> <th>Location Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Depart</td> <td>Approved</td> <td>05/01/2018</td> <td>05/01/2018</td> <td>Duty</td> <td>PPC PROCEDURES &amp; DEV SECTION</td> <td>UNBUDGETED POSITION</td> <td>CG PPC</td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/02/2018</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/27/2018</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/31/2018</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Approved</td> <td>06/03/2018</td> <td>06/03/2018</td> <td>Duty</td> <td>D5 COMMAND CADRE (D)</td> <td>ADMIN - DUTY</td> <td>CGD FIVE</td> </tr> </tbody> </table> </div> | Current Department:  | 007800                | PSC-CSD PROCEDURES & DEV BR  | Project Code:  | ra3                          | Current Location Code: | KS0001               | CG PPC | Program Element: | RA | Current Position Number: | 00081070 | UNBUDGETED POSITION | Fund Source: | AFC-01 | Current Job Code: | 436093 | YN1 |  |  | Action: | XFR | Reason Code: PCS | Mutual Code: Standard | Rotation Dt: 07/01/2022 | Authorizing Official: M. J. Watson, YN1, USCG, BYDIR |  |  |  |  | <input checked="" type="checkbox"/> Govt Credit Card Holder |  | <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? |  | <span style="background-color: #d3d3d3; padding: 2px 5px;">Route for Approval</span> | Seq Nbr | Travel Type | Travel Approval | Estimated Date | Actual Date | Nature of Duty | Deptid Description | Position Description | Location Description | 1 | Depart | Approved | 05/01/2018 | 05/01/2018 | Duty | PPC PROCEDURES & DEV SECTION | UNBUDGETED POSITION | CG PPC |  |  |  | 05/02/2018 |  | Leave INCONUS |  |  |  |  |  |  | 05/27/2018 |  | Proceed Time |  |  |  |  |  |  | 05/31/2018 |  | Travel Time |  |  |  | 99 | Report | Approved | 06/03/2018 | 06/03/2018 | Duty | D5 COMMAND CADRE (D) | ADMIN - DUTY | CGD FIVE |
| Current Department:   | 007800   | PSC-CSD PROCEDURES & DEV BR  | Project Code:         | ra3  |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Current Location Code:                                      | KS0001   | CG PPC   | Program Element:      | RA   |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Current Position Number:                                    | 00081070   | UNBUDGETED POSITION  | Fund Source:          | AFC-01   |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Current Job Code:   | 436093   | YN1  |                       |  |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Action:   | XFR  | Reason Code: PCS   | Mutual Code: Standard | Rotation Dt: 07/01/2022  |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Authorizing Official: M. J. Watson, YN1, USCG, BYDIR        |  |  |                       |  |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| <input checked="" type="checkbox"/> Govt Credit Card Holder |  | <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? |                       | <span style="background-color: #d3d3d3; padding: 2px 5px;">Route for Approval</span> |                |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| Seq Nbr   | Travel Type  | Travel Approval  | Estimated Date        | Actual Date  | Nature of Duty | Deptid Description           | Position Description   | Location Description |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| 1   | Depart   | Approved   | 05/01/2018            | 05/01/2018   | Duty           | PPC PROCEDURES & DEV SECTION | UNBUDGETED POSITION    | CG PPC               |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
|   |  |  | 05/02/2018            |  | Leave INCONUS  |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
|   |  |  | 05/27/2018            |  | Proceed Time   |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
|   |  |  | 05/31/2018            |  | Travel Time    |                              |                        |                      |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |
| 99  | Report   | Approved   | 06/03/2018            | 06/03/2018   | Duty           | D5 COMMAND CADRE (D)         | ADMIN - DUTY           | CGD FIVE             |        |                  |    |                          |          |                     |              |        |                   |        |     |  |  |         |     |                  |                       |                         |  |  |  |  |  |   |  |  |  |  |         |             |                 |                |             |                |                    |                      |                      |   |        |          |            |            |      |                              |                     |        |  |  |  |            |  |               |  |  |  |  |  |  |            |  |              |  |  |  |  |  |  |            |  |             |  |  |  |    |        |          |            |            |      |                      |              |          |

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## Viewing My Airport Terminal Orders, Continued

Procedures,  
continued

| Step         | Action  |                |          |                |      |              |            |               |    |              |            |              |   |              |            |             |   |
|--------------|---|----------------|----------|----------------|------|--------------|------------|---------------|----|--------------|------------|--------------|---|--------------|------------|-------------|---|
| 7            | <p>To exit orders, you will need to 'X' out of the tab to return to the Airport Terminal.</p> <div data-bbox="316 562 1385 1317" style="border: 1px solid black; padding: 5px;"> <p><b>Travel Orders</b> <span style="float: right;">Find   View All First 1 of 2 Last</span></p> <p>Seq Nbr: 1 Travel Type: Depart Trvl Approved</p> <p style="text-align: center;">Approval:</p> <p>Estimated Date: 05/01/2018 Department: 007800 PPC PROCEDURES &amp; DEV SECTION</p> <p>Actual Date: 05/01/2018 Location: KS0001 CG PPC</p> <p>Nature of Duty: Duty Position Number: 00081070 UNBUDGETED POSITION</p> <p>Posn Job Code: 415096 Seaman</p> <p>Other Location: <span style="float: right;">Route for Approval</span></p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1" data-bbox="336 1021 1358 1200"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1 05/02/2018</td> <td>05/26/2018</td> <td>Leave INCONUS</td> <td>25</td> </tr> <tr> <td>2 05/27/2018</td> <td>05/30/2018</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>3 05/31/2018</td> <td>06/03/2018</td> <td>Travel Time</td> <td>4</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p>Save Return to Search</p> </div> | Begin Date     | End Date | Delay En route | Days | 1 05/02/2018 | 05/26/2018 | Leave INCONUS | 25 | 2 05/27/2018 | 05/30/2018 | Proceed Time | 4 | 3 05/31/2018 | 06/03/2018 | Travel Time | 4 |
| Begin Date   | End Date  | Delay En route | Days     |                |      |              |            |               |    |              |            |              |   |              |            |             |   |
| 1 05/02/2018 | 05/26/2018  | Leave INCONUS  | 25       |                |      |              |            |               |    |              |            |              |   |              |            |             |   |
| 2 05/27/2018 | 05/30/2018  | Proceed Time   | 4        |                |      |              |            |               |    |              |            |              |   |              |            |             |   |
| 3 05/31/2018 | 06/03/2018  | Travel Time    | 4        |                |      |              |            |               |    |              |            |              |   |              |            |             |   |