

Approving PCS Orders

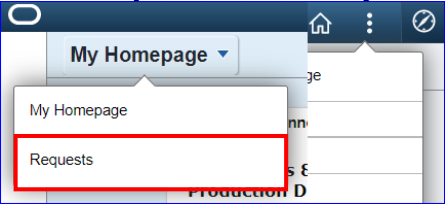
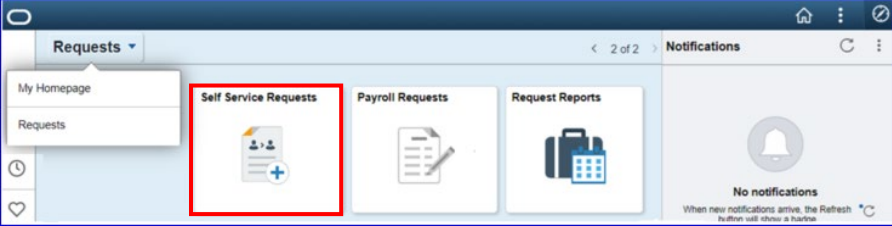
Introduction This guide provides the procedures for approving (or denying) a member's PCS Orders (setting Order Status to Ready) in Direct Access (DA).

- Cancellations**
- Assignment Officers (AO) can cancel PCS orders in an **Authorized** or a **Ready** status.
 - SPOs can cancel PCS orders in an **En Route** or **Finished** status.

Order Status

Status	Meaning in DA
Authorized	Orders are issued by the Assignment Officer.
Awaiting \$	Orders are awaiting funds obligation through FSMS.
Ready	Member-specific changes have been made to the orders and approved by the P&A Supervisor or PAO (PCS Travel Details Approval). The Estimated Depart and Report Dates will also update in the airport terminal.
En Route	Member has departed the old unit (Travel Order Depart Endorsement has been approved).
Finished	Member had reported into the new unit (Travel Order Report Endorsement has been approved).
Cancelled	Orders have been cancelled.

Procedures See below.

Step	Action
1	<p>Select Requests from the My Homepage drop-down.</p> 
1.5	<p>After selecting Requests from the My Homepage drop-down, click on the Self Service Requests tile.</p> 

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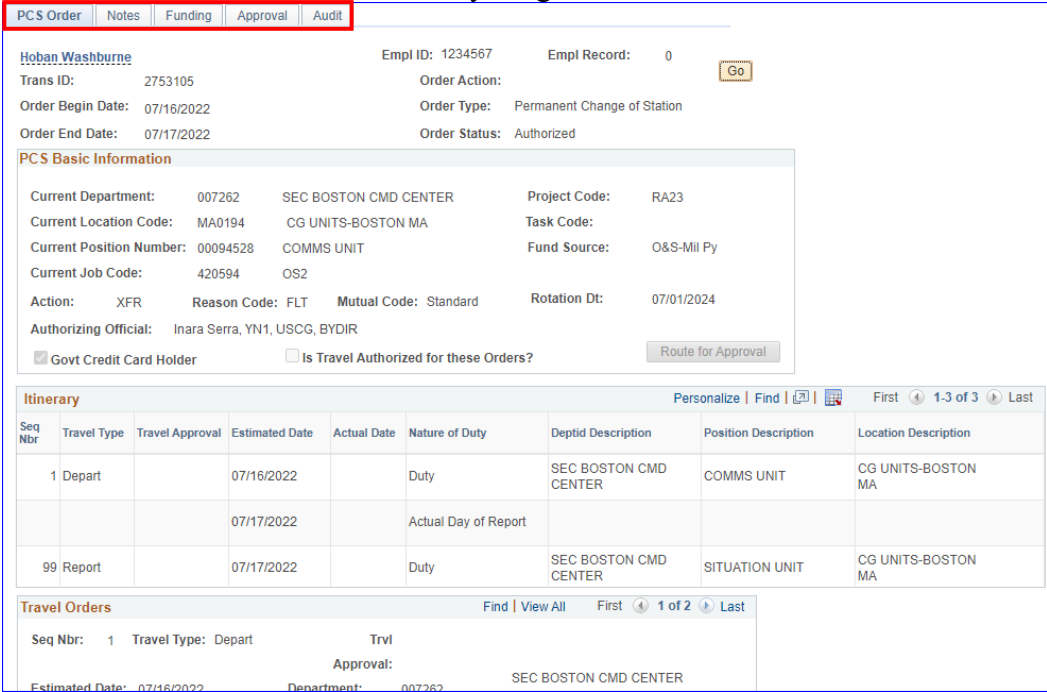
Procedures,
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2	<p>Select the Requests I am Approver For radio button. The Transaction Name will default to All Transactions and the Transaction Status will default to Pending, leave as is. Click Populate Grid.</p> <div data-bbox="316 517 1369 1167" style="border: 1px solid black; padding: 5px;"> <p>View My Action Requests</p> <hr/> <p><u>Malcolm Reynolds</u></p> <ol style="list-style-type: none"> 'My Submitted Requests' allows member to bring up only their Action Requests. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.) Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p> <input type="radio"/> My Submitted Requests <input checked="" type="radio"/> Requests I am Approver For <input type="radio"/> All Requests </p> <p>Transaction Name: <input type="text" value="All Transactions"/></p> <p>Transaction Status: <input type="text" value="Pending"/></p> <p>Submission From Date: <input type="text"/> </p> <p>Submission To Date: <input type="text"/> </p> <p style="text-align: right;"> <input type="button" value="Populate Grid"/> <input type="button" value="Refresh"/> </p> </div> </div>																																																						
3	<p>Any pending Orders will display under Order Approvals. It may be necessary to click View All to display all pending Orders. Orders may also be sorted by clicking on any of the column headers.</p> <p>Click Approve/Deny for the Order to be approved.</p> <div data-bbox="316 1384 1369 1675" style="border: 1px solid black; padding: 5px;"> <p>Order Approvals Personalize Find View All First 1-20 of 80 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Emplid</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Order Begin Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>PCS Order Travel Details</td> <td>Pending</td> <td>Hoban Washburne</td> <td>1234567</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>07/16/22</td> <td>Approve/Deny</td> </tr> <tr> <td>Approval Sep Order Header</td> <td>Pending</td> <td>Simon Tam</td> <td>9876543</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/29/2022</td> <td>08/01/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Zoe Washburne</td> <td>8527419</td> <td>Inara Serra</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/27/22</td> <td>Approve/Deny</td> </tr> <tr> <td>PCS Reporting Endorsement</td> <td>Pending</td> <td>Jayne Cobb</td> <td>7534219</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/28/2022</td> <td>06/06/22</td> <td>Approve/Deny</td> </tr> <tr> <td>RSV Multiple Trvl Endorsements</td> <td>Pending</td> <td>River Tam</td> <td>6543218</td> <td>Frye, Kaylee</td> <td>Malcolm Reynolds</td> <td>07/26/2022</td> <td>07/18/22</td> <td>Approve/Deny</td> </tr> </tbody> </table> </div>	Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Order Begin Date	Approve/Deny	PCS Order Travel Details	Pending	Hoban Washburne	1234567	Inara Serra	Malcolm Reynolds	07/29/2022	07/16/22	Approve/Deny	Approval Sep Order Header	Pending	Simon Tam	9876543	Frye, Kaylee	Malcolm Reynolds	07/29/2022	08/01/22	Approve/Deny	PCS Reporting Endorsement	Pending	Zoe Washburne	8527419	Inara Serra	Malcolm Reynolds	07/28/2022	06/27/22	Approve/Deny	PCS Reporting Endorsement	Pending	Jayne Cobb	7534219	Frye, Kaylee	Malcolm Reynolds	07/28/2022	06/06/22	Approve/Deny	RSV Multiple Trvl Endorsements	Pending	River Tam	6543218	Frye, Kaylee	Malcolm Reynolds	07/26/2022	07/18/22	Approve/Deny
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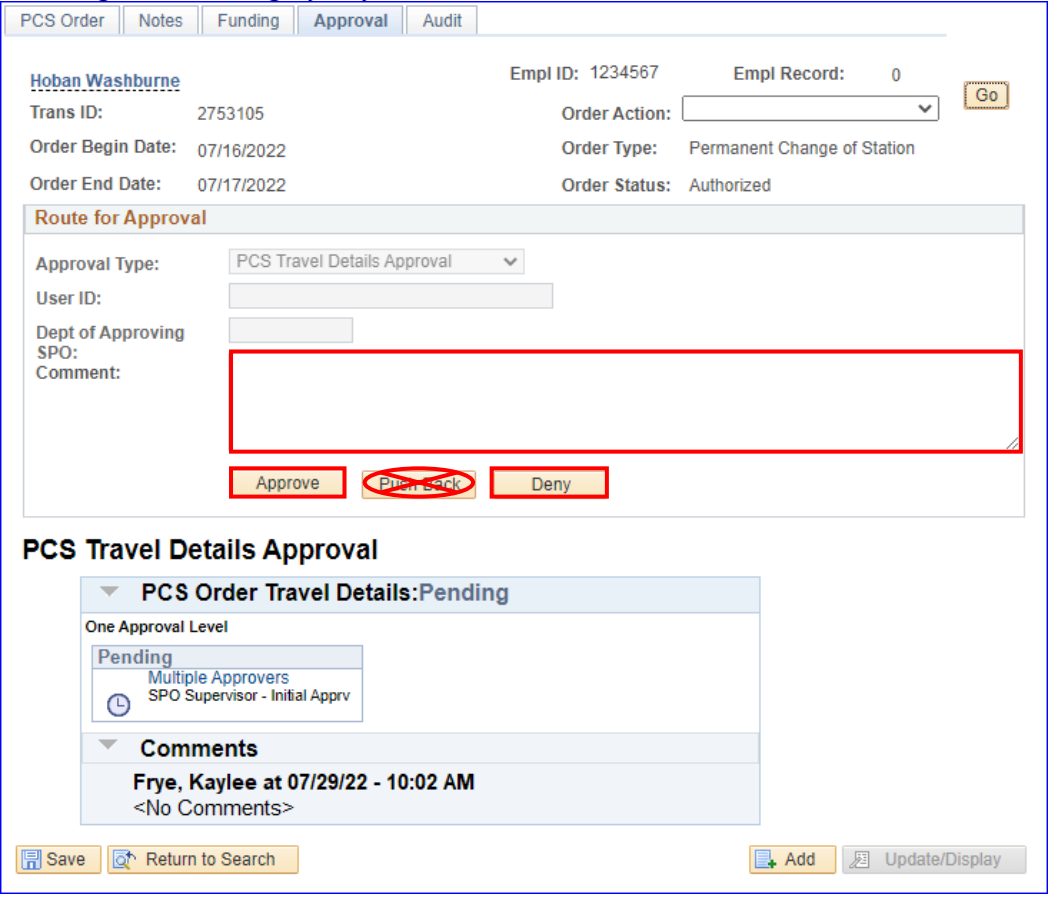
Procedures,
continued

Step	Action
3	<p>The PCS Order will display. Using the tabs across the top of the Order, review the Order information to ensure everything is correct.</p>  <p>The screenshot displays the PCS Order interface for Hoban Washburne. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Approval' tab is active. The interface shows employee details (Empl ID: 1234567, Empl Record: 0), order details (Trans ID: 2753105, Order Action: Permanent Change of Station, Order Type: Permanent Change of Station, Order Status: Authorized), and 'PCS Basic Information' including current department, location, position, and job code. Below this is an 'Itinerary' table with columns for Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. The table shows three rows: '1 Depart' on 07/16/2022, 'Actual Day of Report' on 07/17/2022, and '99 Report' on 07/17/2022. At the bottom, there is a 'Travel Orders' section with a table for 'Seq Nbr: 1', 'Travel Type: Depart', 'Trvl', 'Approval:', and 'Department: 007262 SEC BOSTON CMD CENTER'.</p>

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Approving PCS Orders, Continued

Procedures,
continued

Step	Action
4	<p>After review, select the Approval tab. If applicable, enter Comments (must enter a comment if Push Back or Denied). Select:</p> <ul style="list-style-type: none"> • Approve – Sets the Order Status to Ready and the PCS Travel Details status to Approved. • Push Back – NOT RECOMMENDED. This option sets the status to On Hold with comments for editing/resubmission and limits access to the orders to only one person who submitted the orders for authorization (if they are unavailable when the orders are ‘pushed back’, no one will be able to access the orders in their place). • Deny – Sets the PCS Travel Details status to Denied and removes the transaction from all Authorizing Official’s Action Requests to allow editing/resubmitting by anyone. 

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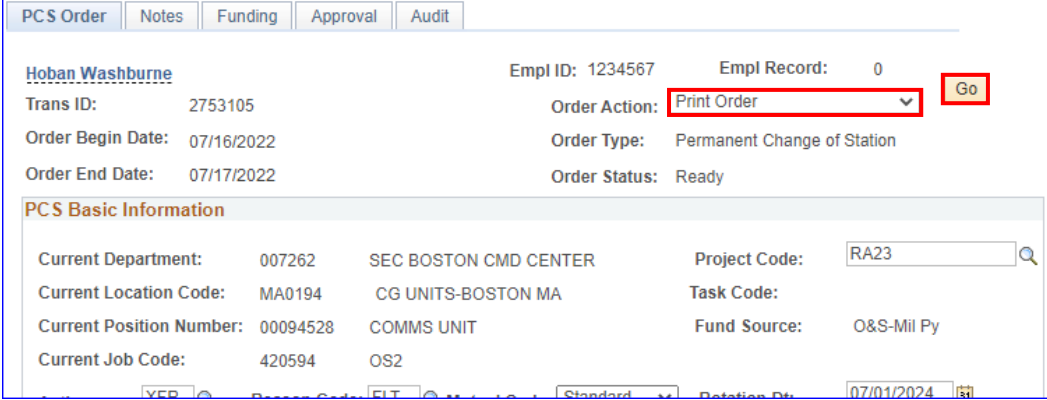
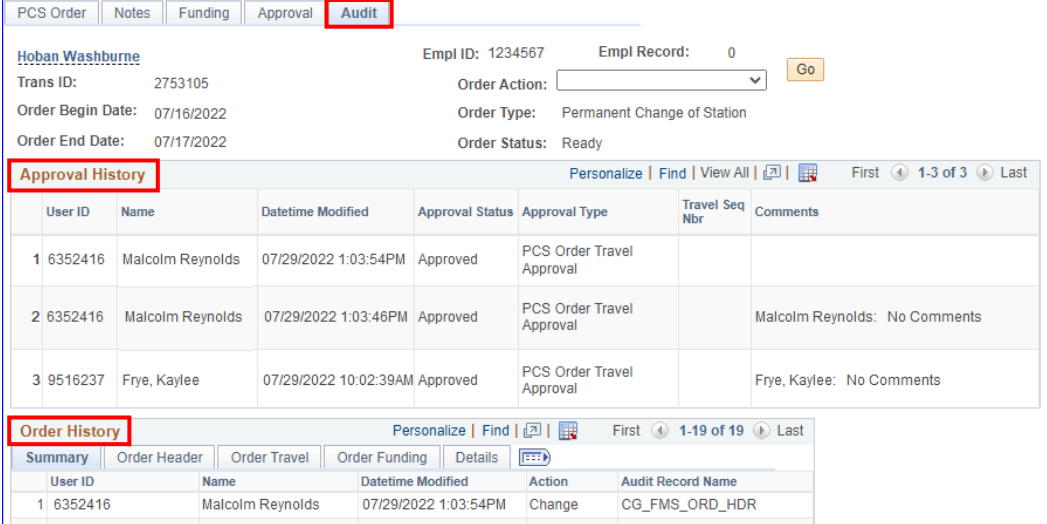
Procedures,
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Step	Action
5	<p>If Approved: The PCS Order Travel Details status will update to Approved and the Order Status will update to Ready.</p> <div data-bbox="316 479 1369 1444" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p><u>Hoban Washburne</u> Empl ID: 1234567 Empl Record: 0 <input type="button" value="Go"/></p> <p>Trans ID: 2753105 Order Action: <input type="text"/></p> <p>Order Begin Date: 07/16/2022 Order Type: Permanent Change of Station</p> <p>Order End Date: 07/17/2022 Order Status: Ready</p> <p>Route for Approval</p> <p>Approval Type: <input type="text"/></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: 042898 BASE KOD SPO (PS)</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/></p> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details: Approved <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Approved</p> <p>Malcolm Reynolds SPO Supervisor - Initial Apprv 07/29/22 - 1:03 PM</p> <p>Comments</p> <p>Malcolm Reynolds at 07/29/22 - 1:03 PM <No Comments></p> <p>Frye, Kaylee at 07/29/22 - 10:02 AM <No Comments></p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p> </div> <p>If Denied: The PCS Order Travel Details status will update to Denied and Order will be removed from the Orders Approval list.</p> <div data-bbox="316 1554 1045 1921" style="border: 1px solid black; padding: 5px;"> <p>PCS Travel Details Approval</p> <p>PCS Order Travel Details: Denied <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Denied</p> <p>Malcolm Reynolds SPO Supervisor - Initial Apprv 07/29/22 - 1:03 PM</p> <p>Comments</p> <p>Malcolm Reynolds at 07/29/22 - 1:03 PM Comments</p> <p>Frye, Kaylee at 07/29/22 - 10:02 AM <No Comments></p> </div>

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6	<p>To print the approved Order, either refresh the page (F5) or exit the transaction and go back into it. Use the Order Action drop-down to select Print Order, then click Go.</p>  <p>The screenshot shows the PCS Order details for Hoban Washburne. The 'Order Action' dropdown menu is open, and 'Print Order' is selected. A 'Go' button is highlighted in red. The 'Order Status' is 'Ready'. The 'Order Type' is 'Permanent Change of Station'. The 'Order Begin Date' is 07/16/2022 and the 'Order End Date' is 07/17/2022. The 'Current Department' is 007262 SEC BOSTON CMD CENTER. The 'Current Location Code' is MA0194 CG UNITS-BOSTON MA. The 'Current Position Number' is 00094528 COMMS UNIT. The 'Current Job Code' is 420594 OS2. The 'Project Code' is RA23. The 'Fund Source' is O&S-Mil Py.</p>																																						
7	<p>To view the Order History: Select the Audit tab. The Audit tab displays the Approval History and Order History of any users that have touched the PCS Order.</p>  <p>The screenshot shows the PCS Order Audit page for Hoban Washburne. The 'Audit' tab is selected. The 'Approval History' table shows three rows of approval records. The 'Order History' table shows one row of order history records.</p> <table border="1" data-bbox="325 1294 1356 1503"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Approval Status</th> <th>Approval Type</th> <th>Travel Seq Nbr</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:54PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td></td> </tr> <tr> <td>2 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:46PM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Malcolm Reynolds: No Comments</td> </tr> <tr> <td>3 9516237</td> <td>Frye, Kaylee</td> <td>07/29/2022 10:02:39AM</td> <td>Approved</td> <td>PCS Order Travel Approval</td> <td></td> <td>Frye, Kaylee: No Comments</td> </tr> </tbody> </table> <table border="1" data-bbox="325 1563 1129 1621"> <thead> <tr> <th>User ID</th> <th>Name</th> <th>Datetime Modified</th> <th>Action</th> <th>Audit Record Name</th> </tr> </thead> <tbody> <tr> <td>1 6352416</td> <td>Malcolm Reynolds</td> <td>07/29/2022 1:03:54PM</td> <td>Change</td> <td>CG_FMS_ORD_HDR</td> </tr> </tbody> </table>	User ID	Name	Datetime Modified	Approval Status	Approval Type	Travel Seq Nbr	Comments	1 6352416	Malcolm Reynolds	07/29/2022 1:03:54PM	Approved	PCS Order Travel Approval			2 6352416	Malcolm Reynolds	07/29/2022 1:03:46PM	Approved	PCS Order Travel Approval		Malcolm Reynolds: No Comments	3 9516237	Frye, Kaylee	07/29/2022 10:02:39AM	Approved	PCS Order Travel Approval		Frye, Kaylee: No Comments	User ID	Name	Datetime Modified	Action	Audit Record Name	1 6352416	Malcolm Reynolds	07/29/2022 1:03:54PM	Change	CG_FMS_ORD_HDR
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