

PCS Orders

Overview

Introduction

This guide provides the procedures for completing Permanent Change of Station (PCS) Orders for Enlisted, Officer, and Reserve as well as NOAA members in Direct Access (DA).

This guide also provides the procedures for processing a PCS Departing Endorsement and a PCS Reporting Endorsement in DA.

NOTE: Only Assignment Officers (AO) should create PCS Orders in DA.

Reserve PCS

- When processing Reserve PCS Orders in DA, do NOT depart and report a member on the same day.
- The purpose of the Reserve PCS Order is to ‘move’ the Reserve member from one Dept ID/Position Number to another. **Aside from a RELAD where the same day may be used**, this is the only way a Reserve member may be reassigned to a new Dept ID/Position number.

NOTE: Generally, Reserve PCS Orders are simply to reassign a member to a new Dept ID/Position number, therefore, Entitlements, Dependent Travel, and Delay En route are not authorized.

Known Issue - BAH

Hawaii & Alaska – When approving a departing endorsement for single/non-rates that are currently receiving **BAH D**, you must notify the P&A office for them to correct the auto-populated **BAH V** code to **BAH G**.

Airport Terminal

Travel Orders issued by the AO will appear in the Airport Terminal in an Authorized status. After the PCS Orders are approved, the Estimated depart and Report dates will update in the Airport Terminal. See the [Airport Terminal](#) user guide for detailed information.

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Overview, Continued

DA Failsafe for Leave Requests

If leave was requested and then denied through Absence Requests, it may cause an error when attempting to enter the leave in the Delay En route section of the PCS Orders or processing the PCS Departing or Reporting Endorsements.

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

CG_GP_ABSENCE_REQUEST - Listing of Absence Requests

EMPLID

Department

Reports To

*Begin Date On or After

*End Date On or Before

*Request Status

SPO

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File \(2 kb\)](#)

[View All](#)

Row	Seq Nbr	Last Name	First Name	EMPLID	Rank	Component	Department	Request Status	Descr	Submission Date	Begin_Date	End__Date	Duration (Days)
1	2	Riker	William	1234567	E4	AD	PATFOR SWA BAHRAIN	Denied	Leave - OCONUS	2023-12-01	2023-12-02	2023-12-06	5

▼ Delay En route

	Begin Date	End Date	Delay En route	Days		
1	<input type="text" value="12/02/2023"/> <input type="button" value="Q"/>	<input type="text" value="12/09/2023"/> <input type="button" value="Q"/>	Leave OCONUS <input type="button" value="v"/>	8	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="12/10/2023"/> <input type="button" value="Q"/>	<input type="text" value="12/13/2023"/> <input type="button" value="Q"/>	Proceed Time <input type="button" value="v"/>	4	<input type="button" value="+"/>	<input type="button" value="-"/>
3	<input type="text" value="12/14/2023"/> <input type="button" value="Q"/>	<input type="text" value="12/16/2023"/> <input type="button" value="Q"/>	Travel Time <input type="button" value="v"/>	3	<input type="button" value="+"/>	<input type="button" value="-"/>

Two events with the same priority have overlapping dates. Please correct. (17000,1669)Error saving Component Interface. {GP_ABSENCE_EVENT} (91,37)

The PeopleCode program executed an Error statement, which has produced this message.

Also, while processing PCS Orders, if there is an Absence request overlap with the Delay En route section or the actual begin and end dates of the orders, DA will display a message as shown below.

Leave Begin Date 2024-01-08 and End Date 2024-01-15 conflict with existing Absence Request 2023-12-31 thru 2024-01-29. (30003,2)

The Leave Dates entered fall between another absence request. You cannot overlap absences. Please modify the existing request or change this new request.

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Overview, Continued

Delay En route Special Instructions

- If the member has any TDY En route and is attending training at a facility WITHOUT a Department or Position Number available in DA (Navy, Firefighting, etc.) use the Formal Training option in the delay En route section to account for that time.
- If the member is attending training at a facility WITH a Department or Position Number in DA, add the TEMDU rows to the Travel Orders section (Seq Nbr 3 and Seq Nbr 4) using the (+) button within the Travel Orders section.
- If the member has multiple leave periods, combine the leave into one row and place it AFTER the Formal Training row, making sure the correct number of days are accounted for. Then breakdown the actual leave dates for the Delay En route in the Order Notes.

▼ Delay En route						
	Begin Date	End Date	Delay En route	Days		
1	05/01/2024	05/31/2024	Formal Training	31	+	-
2	06/01/2024	06/04/2024	Leave INCONUS	4	+	-
3	06/05/2024	06/08/2024	Proceed Time	4	+	-
4	03/09/2024	03/16/2024	Travel Time	8	+	-

- Remember the dates in the Delay En route section cannot overlap with existing Absence Requests.
- The Actual day of Report option may be used in the Delay En route section if the TEMDU departure date is not the same as the Actual Date of report at the new PDS. This also accounts for the day of “Travel” for most No Cost Orders in DA.
- The order in which the Delay En route section is populated is important to ensure the member’s leave processes correctly and the PCS Entitlement Auto Stops & Auto Stats process correctly. Ensure the Delay En route section is listed in the proper travel priority:
 - 1) Formal Training
 - 2) Leave INCONUS
 - 3) Leave OCONUS
 - 4) Compensatory Absence (Resiliency Absence)
 - 5) Academy Graduation Leave
 - 6) Hometown Recruiting Leave
 - 7) Proceed Time
 - 8) Travel Time
 - 9) Dateline Adjustment
 - 10) Actual Day of Report

Continued on next page

Overview, Continued

IMPORTANT

DO NOT DEPART/REPORT A MEMBER ON THE SAME DAY.

- When processing PCS Orders in DA, do not depart and report a member on the same day (Seq Nbr 1 and Seq Nbr99 must be different dates). Doing so causes pay issues in DA with two of the more common errors being Career Sea Pay and CGSMR. See **NOTE 1**.
- If a member is transferring to a co-located unit, depart the member on one date and report the member the following day at the new unit See **NOTE 2**. The Departure date must be the last day of duty at the old PDS, and the Reporting date must be recorded as the “Actual Day of Report”.
- See the [Delay En route Special Instructions](#) for more information/procedures.
- If a member receives Orders to “Proceed Immediately”, depart the member on the date the member received the Orders and report them on the following day.

NOTE 1: **No-Cost Orders may use the same day** only if it is an Extension, Fleet UP, Humanitarian Assignment or Interoffice Transfer. These will prevent entitlements from stopping.

NOTE 2: **No-Cost Orders may differ in some instances** because there may be a difference in BAH entitlement from the old location to the new location. The one day delay prevents the BAH from overlapping with different amounts. **If there is no change in BAH entitlement, the same day departing and reporting can be use.**

AO Remarks

Order Notes entered by PSC (OPM/EPM/RPM) Assignment Officers shall not be modified or deleted.

Cancelling an Order

- If the PCS Order is in an Authorized or Ready status, only PSC Assignment Officers can cancel the Order.
- If the Orders are in an En Route or Finished status, the Servicing Personnel Office must cancel the Order.

Endorsements – NO Future Dates

PCS departing endorsements and PCS Reporting Endorsements **CANNOT** be future dated. When entering the Actual Date of Departure or Actual date of Report, these dates must be entered the day of or later.

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PCS Orders

Introduction

The section provides the procedures for completing a standard set of PSC Orders in DA.

Personally Procured Move (PPM)

If the member will be performing a Personally Procured Move (PPM), **the estimated cost for a PPM must be entered on the PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS.** The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer.

Estimates: Household Goods **UPDATED**

- P&A's and SPOs may need to enter/update the Household Goods Cost Total on the PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS.
 - Use the worksheets, tables and charts on the [Travel](#) webpage.
 - **If you have already worked any FY24 PCS orders and put a different amount, leave it as is.**
 - CG-832 has a method for de-obligating the funds.
-

Estimates: POV/NTS **UPDATED**


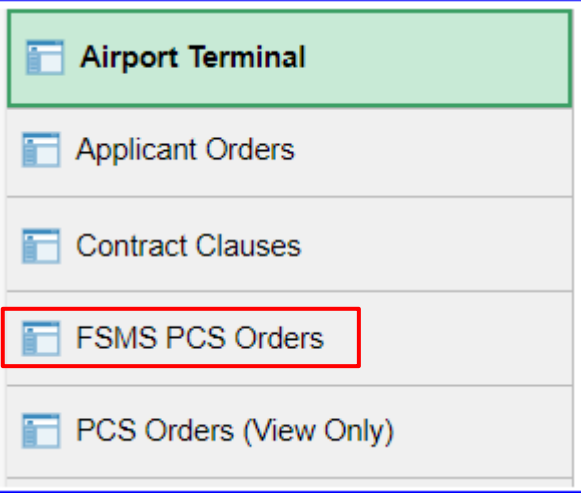
- P&A's and SPOs may need to enter/update the **Non-Temp Storage and POV Shipment** on the PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS.
 - Use the worksheets, tables and charts on the [Travel](#) webpage.
 - **If you have already worked any FY24 PCS orders and put a different amount, leave it as is.**
 - CG-832 has a method for de-obligating the funds.
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PCS Orders, Continued

Helpful Tools [PCS Entitlements/ Advances, TLE and Separation leave Calculator > United States Coast Guard > Coast Guard Pay and Personnel News \(uscg.mil\)](#)
 For any FUNDING questions related to orders issuance, please reach out to the TONO Management Inbox (HQS-SMB-DCMS-831-TONO-MGMT) at MilitaryPCS@uscg.mil.

Procedures See below.

Step	Action
1	Click the Orders Tile. <div data-bbox="288 712 783 1111" style="border: 1px solid blue; padding: 10px; margin: 10px 0;">  </div>
2	Select the FSMS PCS Orders option. <div data-bbox="288 1189 887 1680" style="border: 1px solid blue; padding: 10px; margin: 10px 0;">  </div>

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PCS Orders, Continued

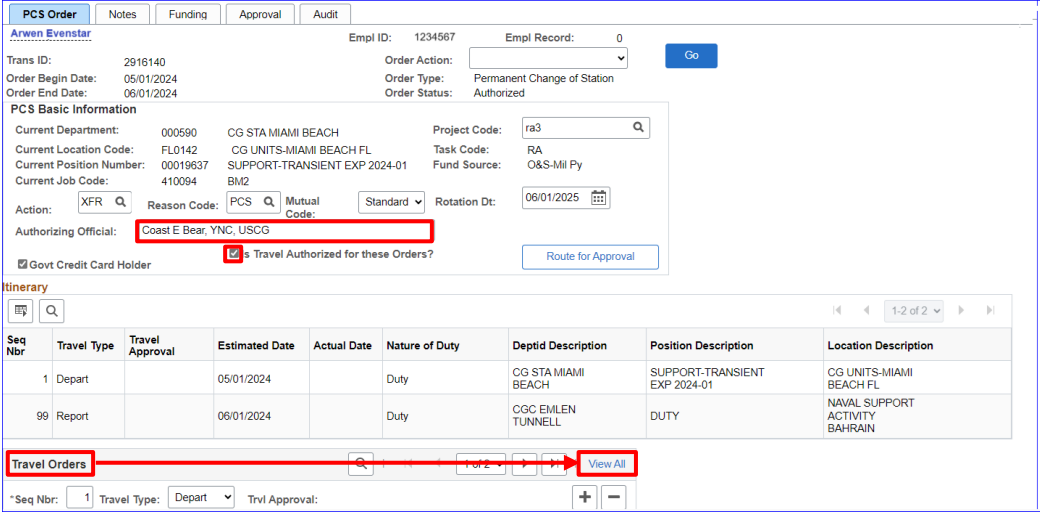
Procedures, continued

Step	Action																																	
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> <div data-bbox="288 517 943 1167" style="border: 1px solid black; padding: 5px;"> <p>FSMS PCS Orders Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/> <input type="button" value="Q"/></p> <p>Trans ID = <input type="text"/> <input type="button" value="Q"/></p> <p>Begin Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>End Date = <input type="text"/> <input type="button" value="Calendar"/></p> <p>National ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Order Status = <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p> <input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/> </p> </div>																																	
<p>4</p>	<p>If the member has only a single PCS Order, it will automatically open.</p> <p>If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate Order Status.</p> <p>NOTE: Orders entered by the Assignment Officer will display with an Authorized status.</p> <div data-bbox="288 1462 1334 1630" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2916140</td> <td>Arwen Evenstar</td> <td>E5</td> <td>AD</td> <td>Authorized</td> <td>05/01/2024</td> <td>06/01/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2832637</td> <td>Arwen Evenstar</td> <td>E5</td> <td>AD</td> <td>Finished</td> <td>01/09/2023</td> <td>01/10/2023</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2916140	Arwen Evenstar	E5	AD	Authorized	05/01/2024	06/01/2024	(blank)	12323	1234567	0	2832637	Arwen Evenstar	E5	AD	Finished	01/09/2023	01/10/2023	(blank)	12323
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PCS Orders, Continued

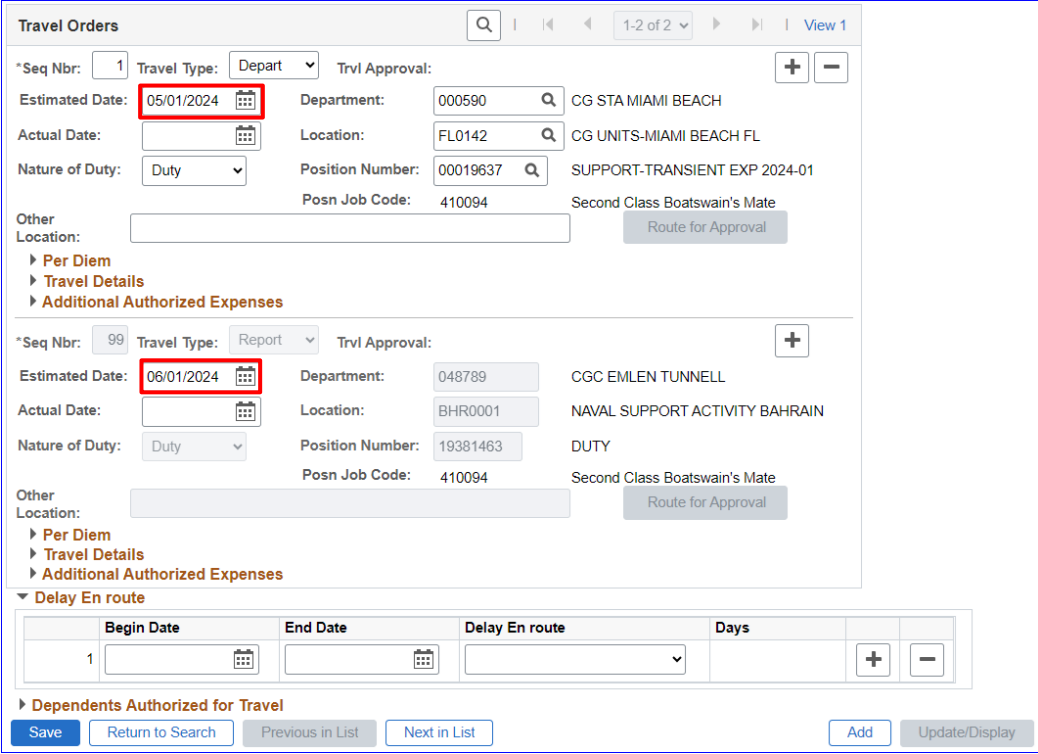
Procedures, continued

Step	Action																											
5	<p>The PCS Order will display with limited information. Enter the Authorizing Official's name, rate/rank, and paygrade. If the member will be traveling on the PCS Order, check the “Is Travel Authorized for these orders?” box.</p> <p>Move down the page to the Travel Orders section and click View All.</p>  <p>The screenshot shows the PCS Order form with the following details:</p> <ul style="list-style-type: none"> Trans ID: 2916140 Order Begin Date: 05/01/2024 Order End Date: 06/01/2024 Empl ID: 1234567 Empl Record: 0 Order Action: [Dropdown] Order Type: Permanent Change of Station Order Status: Authorized Reason Code: PCS Authorizing Official: Coast E Bear, YNC, USCG <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? <p>The Itinerary table is as follows:</p> <table border="1"> <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></td> <td>05/01/2024</td> <td></td> <td>Duty</td> <td>CG STA MIAMI BEACH</td> <td>SUPPORT-TRANSIENT EXP 2024-01</td> <td>CG UNITS-MIAMI BEACH FL</td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/01/2024</td> <td></td> <td>Duty</td> <td>CGC EMLEN TUNNELL</td> <td>DUTY</td> <td>NAVAL SUPPORT ACTIVITY BAHRAIN</td> </tr> </tbody> </table> <p>At the bottom, the 'Travel Orders' section is highlighted with a red box, and a red arrow points to the 'View All' button.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description	1	Depart		05/01/2024		Duty	CG STA MIAMI BEACH	SUPPORT-TRANSIENT EXP 2024-01	CG UNITS-MIAMI BEACH FL	99	Report		06/01/2024		Duty	CGC EMLEN TUNNELL	DUTY	NAVAL SUPPORT ACTIVITY BAHRAIN
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PCS Orders, Continued

Procedures, continued

Step	Action
6	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> Enter the member's expected depart date in the Estimated Date field. <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> Enter the member's expected report date in the Estimated Date field. <p>NOTE: Do NOT enter the Actual Dates. Leave these fields blank. They will be entered when the Departing Endorsement and Reporting Endorsement are completed.</p> 

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PCS Orders, Continued

Procedures, continued

Step	Action																												
7	<p data-bbox="284 488 1404 555">Enter the member's authorized travel delays in the Delay En route section – <i>see Step 8 for additional details regarding entering all travel delays (dates).</i></p> <p data-bbox="284 595 1369 663">The first Begin Date must be the day AFTER the estimated depart date and the last End Date must be the SAME day as the estimated report date.</p> <div data-bbox="287 667 1332 1444" style="border: 1px solid black; padding: 5px;"> <p>Travel Orders</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 05/01/2024 Department: 000590 CG STA MIAMI BEACH</p> <p>Actual Date: Location: FL0142 CG UNITS-MIAMI BEACH FL</p> <p>Nature of Duty: Duty Position Number: 00019637 SUPPORT-TRANSIENT EXP 2024-01</p> <p>Posn Job Code: 410094 Second Class Boatswain's Mate</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <hr/> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: +</p> <p>Estimated Date: 06/01/2024 Department: 048789 CGC EMLN TUNNELL</p> <p>Actual Date: Location: BHR0001 NAVAL SUPPORT ACTIVITY BAHRAIN</p> <p>Nature of Duty: Duty Position Number: 19381463 DUTY</p> <p>Posn Job Code: 410094 Second Class Boatswain's Mate</p> <p>Other Location: Route for Approval</p> <p>▶ Per Diem</p> <p>▶ Travel Details</p> <p>▶ Additional Authorized Expenses</p> <p>▼ Delay En route</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/02/2024</td> <td>05/25/2024</td> <td>Leave INCONUS</td> <td>24</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>05/26/2024</td> <td>05/27/2024</td> <td>Proceed Time</td> <td>2</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>05/28/2024</td> <td>06/01/2024</td> <td>Travel Time</td> <td>5</td> <td>+</td> <td>-</td> </tr> </tbody> </table> </div>		Begin Date	End Date	Delay En route	Days			1	05/02/2024	05/25/2024	Leave INCONUS	24	+	-	2	05/26/2024	05/27/2024	Proceed Time	2	+	-	3	05/28/2024	06/01/2024	Travel Time	5	+	-
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PCS Orders, Continued

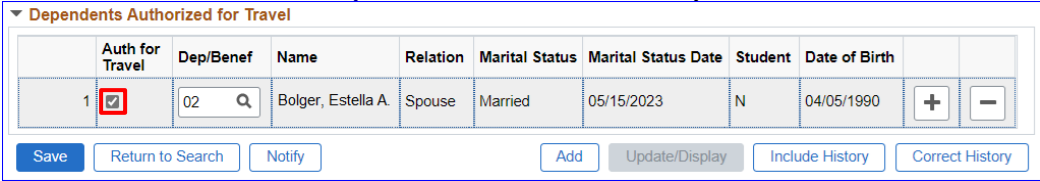

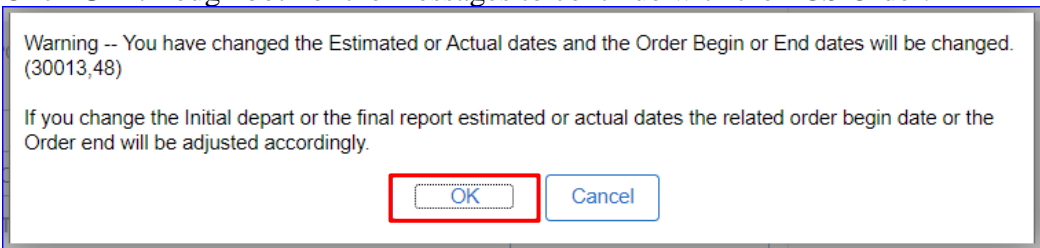
Procedures,
continued

Step	Action																												
<p>8</p>	<p>Order matters when entering any anticipated travel delays. Refer to the Delay En route Special Instructions to ensure items are listed in order according to the proper travel priority.</p> <p>NOTE: If the member has multiple leave periods, combine the leave into one row, ensuring the correct number of days are accounted for. Provide a breakdown of the actual Leave dates in the Order Notes. For more information on the Delay En route section, see the Delay En route Special Instructions section.</p> <div data-bbox="288 772 1332 1086" style="border: 1px solid black; padding: 5px;"> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/02/2024 </td> <td>05/25/2024 </td> <td>Leave INCONUS ▼</td> <td>24</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>05/26/2024 </td> <td>05/27/2024 </td> <td>Proceed Time ▼</td> <td>2</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>05/28/2024 </td> <td>06/01/2024 </td> <td>Travel Time ▼</td> <td>5</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div>		Begin Date	End Date	Delay En route	Days			1	05/02/2024	05/25/2024	Leave INCONUS ▼	24	+	-	2	05/26/2024	05/27/2024	Proceed Time ▼	2	+	-	3	05/28/2024	06/01/2024	Travel Time ▼	5	+	-
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<p>9</p>	<p>If the member has dependents that will be traveling on the PCS Order, expand the Dependents Authorized for Travel section and continue with Step 10. If the member does not have dependents, skip to Step 11.</p> <div data-bbox="288 1232 1332 1545" style="border: 1px solid black; padding: 5px;"> <p>▼ Delay En route</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/02/2024 </td> <td>05/25/2024 </td> <td>Leave INCONUS ▼</td> <td>24</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>05/26/2024 </td> <td>05/27/2024 </td> <td>Proceed Time ▼</td> <td>2</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>05/28/2024 </td> <td>06/01/2024 </td> <td>Travel Time ▼</td> <td>5</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>▶ Dependents Authorized for Travel</p> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Previous in List"/> <input type="button" value="Next in List"/> </p> </div>		Begin Date	End Date	Delay En route	Days			1	05/02/2024	05/25/2024	Leave INCONUS ▼	24	+	-	2	05/26/2024	05/27/2024	Proceed Time ▼	2	+	-	3	05/28/2024	06/01/2024	Travel Time ▼	5	+	-
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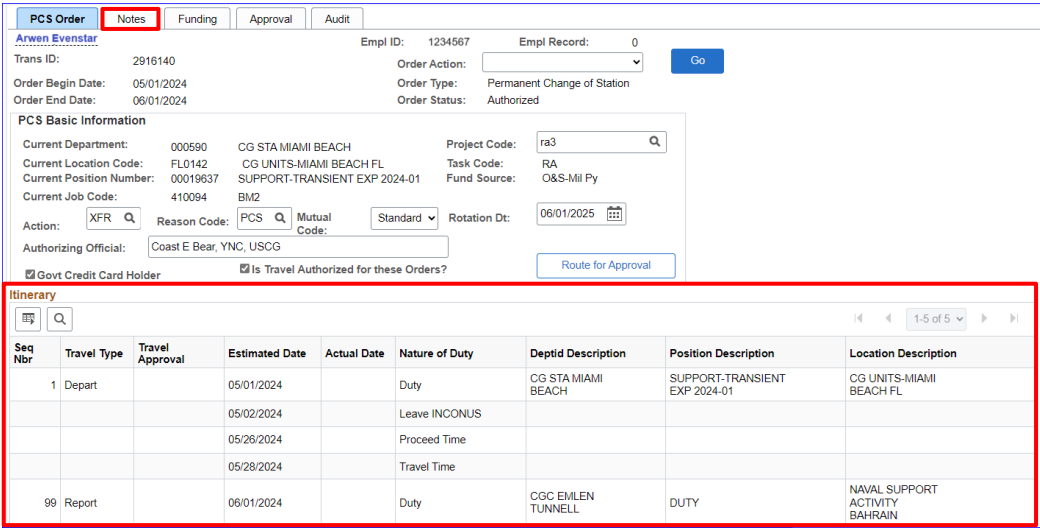
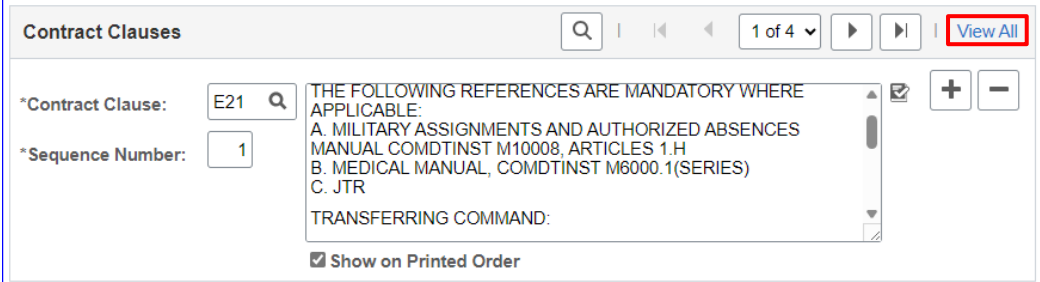
Procedures, continued

Step	Action
<p>10</p>	<p>Check the Auth for Travel box for each dependent that is authorized to travel.</p> <p>NOTE: If the dependent is not listed, click the lookup icon to search for the dependent or review the member's Dependent Information and update as authorized.</p> 
<p>11</p>	<p>Once the Travel orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click Save to update the itinerary.</p> 
<p>12</p>	<p>If the estimated depart date and/or the estimated Report Date were changed from what was originally entered by the Assignment Officer, the following message will display. Click OK.</p> <p>NOTE: If both the Estimated Dates were changed, this message will display twice. Click OK through both of the messages to continue with the PCS Order.</p> 

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action																																																						
<p>13</p>	<ul style="list-style-type: none"> • Scroll up to the middle of the page and verify the Itinerary has updated with the new Estimated Dates and any travel delays. • Select the Notes tab.  <p>The screenshot shows the PCS Order system interface. The 'Notes' tab is selected. The 'Itinerary' section is highlighted with a red box. The itinerary table is as follows:</p> <table border="1"> <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></td> <td>05/01/2024</td> <td></td> <td>Duty</td> <td>CG STA MIAMI BEACH</td> <td>SUPPORT-TRANSIENT EXP 2024-01</td> <td>CG UNITS-MIAMI BEACH FL</td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/02/2024</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/26/2024</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>05/28/2024</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>06/01/2024</td> <td></td> <td>Duty</td> <td>CGC EMLEN TUNNELL</td> <td>DUTY</td> <td>NAVAL SUPPORT ACTIVITY BAHRAIN</td> </tr> </tbody> </table>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		05/01/2024		Duty	CG STA MIAMI BEACH	SUPPORT-TRANSIENT EXP 2024-01	CG UNITS-MIAMI BEACH FL				05/02/2024		Leave INCONUS							05/26/2024		Proceed Time							05/28/2024		Travel Time				99	Report		06/01/2024		Duty	CGC EMLEN TUNNELL	DUTY	NAVAL SUPPORT ACTIVITY BAHRAIN
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<p>14</p>	<p>Scroll down to the Contract Clauses (Order Notes) section and click View All, if necessary.</p>  <p>The screenshot shows the Contract Clauses section. The 'View All' button is highlighted with a red box. The contract clause text is as follows:</p> <p>*Contract Clause: E21 *Sequence Number: 1</p> <p>THE FOLLOWING REFERENCES ARE MANDATORY WHERE APPLICABLE: A. MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES MANUAL COMDTINST M10008, ARTICLES 1.H B. MEDICAL MANUAL, COMDTINST M6000.1(SERIES) C. JTR</p> <p>TRANSFERRING COMMAND:</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p>																																																						

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action
15	<p>Do NOT edit or delete any existing Contract Clauses (Order Notes). These were entered by the Assignment Officer and must remain part of the Order. Click the (+) button to add a new row.</p> <div data-bbox="287 593 1332 1635" style="border: 1px solid black; padding: 10px;"> <p>Contract Clauses 1-4 of 4 View 1</p> <hr/> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>*Contract Clause: <input type="text" value="E21"/> <input type="button" value="Q"/> FOR ALL OVERSEAS TRANSFERS THE FOLLOWING APPLIES: <input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Sequence Number: <input type="text" value="1"/> THE FOLLOWING REFERENCES ARE MANDATORY WHERE APPLICABLE: A. MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES MANUAL COMDTINST M10008, ARTICLES 1,H B. MEDICAL MANUAL, COMDTINST M6000.1(SERIES) C. JTR <input checked="" type="checkbox"/> Show on Printed Order</p> </div> <hr/> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>*Contract Clause: <input type="text" value="E35"/> <input type="button" value="Q"/> SINGLE SCOPE BACKGROUND INVESTIGATION: Commanding Officer of member's departing unit is required to ensure completion of the SSBI IAW COMDTINST M5520.12 CHAPTERS 2 A.1a and 2.J.3 within 21 days of receipt of this authorization. Contact your district Security Manager for additional information. <input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Sequence Number: <input type="text" value="2"/> <input checked="" type="checkbox"/> Show on Printed Order</p> </div> <hr/> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p>*Contract Clause: <input type="text" value="F2"/> <input type="button" value="Q"/> REPORT DATE, WITH CONCURRENCE OF THE DEPARTING AND RECEIVING COMMAND AND WITHOUT PRIOR APPROVAL FM PSC-EPM-2, IS 45 DAYS. <input type="checkbox"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>*Sequence Number: <input type="text" value="2"/> YOU ARE REQUIRED TO SUBMIT AN APPLICATION FOR ASSIGNMENT TO HOUSING, DD FORM 1746, ALONG WITH A COPY OF YOUR PCS ORDERS TO THE HOUSING OFFICER AT YOUR NEW DUTY STATION. INFORMATION REGARDING MANDATORY ASSIGNMENT AND A LIST OF FREQUENTLY ASKED... <input checked="" type="checkbox"/> Show on Printed Order</p> </div> <hr/> <div style="padding-bottom: 10px;"> <p>*Contract Clause: <input type="text" value="P10"/> <input type="button" value="Q"/> OBLIGATED SERVICE: REFER TO COMDTINST M1000.8A, 1.B.6.c. FOR OBLISERV REQUIREMENTS. NOTIFY CGPC-EPM-2 AND CGPC-EPM-1 IMMEDIATELY IF MEMBER DECLINES TO REENLIST OR EXTEND TO MEET MINIMUM OBLISERV. <input checked="" type="checkbox"/> <input style="border: 2px solid red;" type="button" value="+"/> <input type="button" value="-"/></p> <p>*Sequence Number: <input type="text" value="3"/> MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE. <input checked="" type="checkbox"/> Show on Printed Order</p> </div> </div>

Continued on next page

PCS Orders, Continued

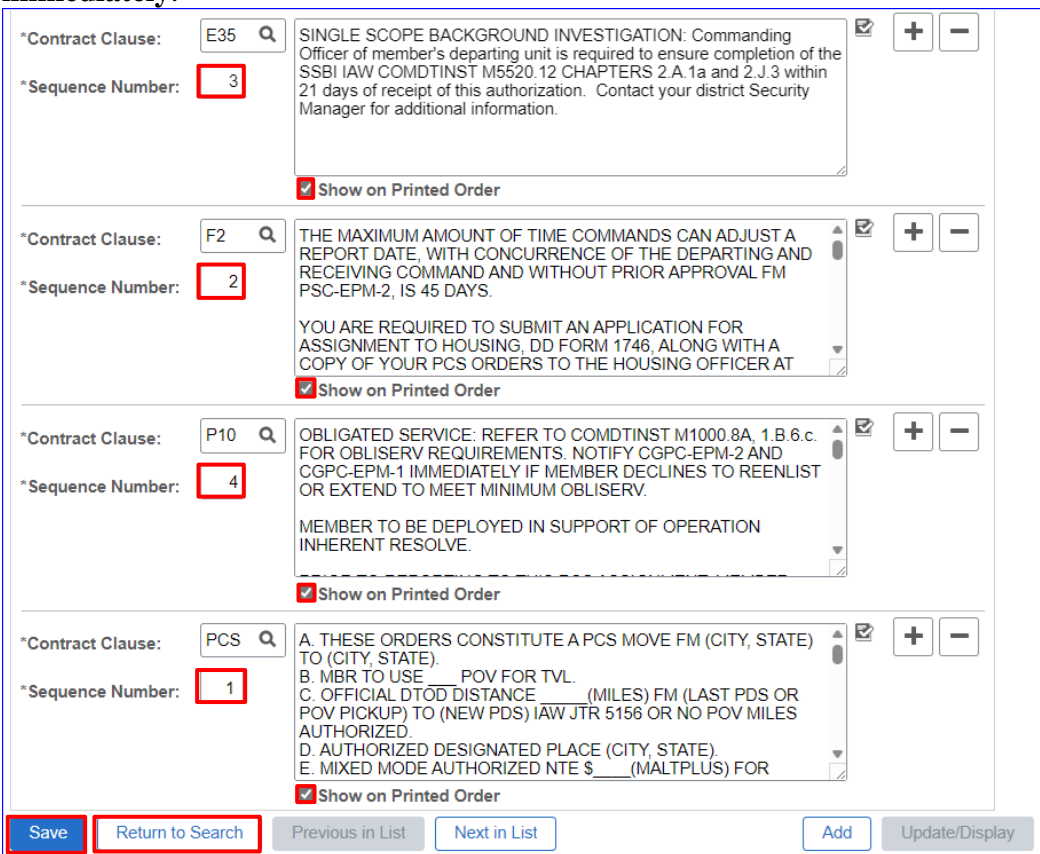

Procedures,
continued

Step	Action
<p>16</p>	<p>Use the lookup or enter the Contract Clause (Order Note) to be added. Edit the new Note as appropriate. Repeat steps 14 & 15, as necessary.</p> <div data-bbox="287 548 1332 1041" style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>*Contract Clause: <input type="text" value="P10"/> <input type="button" value="Q"/> + -</p> <p>*Sequence Number: <input type="text" value="3"/></p> <div style="border: 1px solid gray; padding: 2px; margin-top: 5px;"> <p>OBLIGATED SERVICE: REFER TO COMDTINST M1000.8A, 1.B.6.c. FOR OBLISERV REQUIREMENTS. NOTIFY CGPC-EPM-2 AND CGPC-EPM-1 IMMEDIATELY IF MEMBER DECLINES TO REENLIST OR EXTEND TO MEET MINIMUM OBLISERV.</p> <p>MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE.</p> </div> <p><input checked="" type="checkbox"/> Show on Printed Order</p> </div> <hr/> <div style="border: 1px solid gray; padding: 5px;"> <p>*Contract Clause: <input style="border: 2px solid red;" type="text"/> <input type="button" value="Q"/> + -</p> <p>*Sequence Number: <input type="text"/></p> <div style="border: 1px solid gray; height: 40px; margin-top: 5px;"></div> <p><input checked="" type="checkbox"/> Show on Printed Order</p> </div> <div style="margin-top: 10px; display: flex; justify-content: space-between;"> Save Return to Search Previous in List Next in List Add Update/Display </div> </div>

Continued on next page

PCS Orders, Continued

Procedures, continued

Step	Action
<p>17</p>	<p>Once all the necessary Contract Clauses (Order Notes) have been entered update the Sequence Numbers to reflect the sequence in which the Order Notes will display on the printed Order. Ensure the “Show on Printed Order” box is checked.</p> <p>Click Save, then click Return to Search to exit the Order and re-enter it immediately.</p>  <p>The screenshot shows a list of contract clauses in a table-like format. Each row contains a contract clause ID, a search icon, the clause text, a sequence number, and a 'Show on Printed Order' checkbox. The sequence numbers are 3, 2, 4, and 1 from top to bottom. The 'Save' and 'Return to Search' buttons at the bottom are highlighted with red boxes.</p>
<p>18</p>	<p>Upon re-entering the Order, select the Funding tab.</p>  <p>The screenshot shows a horizontal tabbed interface with four tabs: 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Funding' tab is highlighted with a red box.</p>

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PCS Orders, Continued

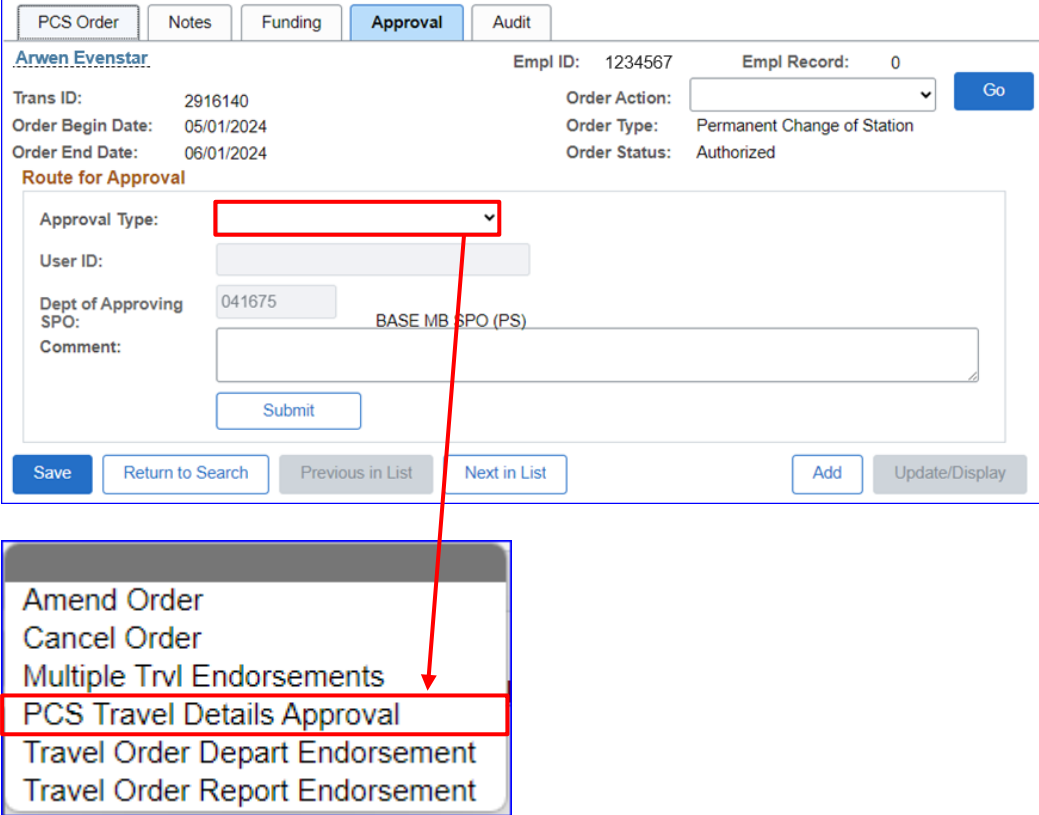
Procedures,
continued

Step	Action																																																																						
<p>19</p>	<p>This tab is no longer editable, and the amounts need to be entered on the PCS Relocation, in an Authorization, Amendment or Voucher in mLINQS.</p> <p>Click Save.</p> <div data-bbox="287 627 1332 1176"> <table border="1"> <thead> <tr> <th>Status</th> <th>Document#</th> <th>POET</th> <th>Funding Type</th> <th>Cost Total</th> <th>Funds Check Status</th> <th>Obligation Status</th> </tr> </thead> <tbody> <tr> <td>1 New</td> <td>70Z0PCS240037956</td> <td>UCGIOH0MPC30345CMD21002324REASSIGN</td> <td>Member Travel</td> <td>\$3,000.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>2 New</td> <td>70Z0PCS240037956</td> <td>UCGIOH0MPC30345CMD21002224REASSIGN</td> <td>Dependent Travel</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>3 New</td> <td>70Z0PCS240037956</td> <td>UCGIOH0MPC30345CMD212203024REASSIGN</td> <td>DLA Dislocation Allowance</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>4 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD22003524REASSIGN</td> <td>House Hold Goods</td> <td>\$1.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>5 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD22004624REASSIGN</td> <td>Privately Owned Vehicles</td> <td>\$1.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>6 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD212203124REASSIGN</td> <td>Temporary Lodging Expense</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>7 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD212203224REASSIGN</td> <td>Temporary Lodging Allowance</td> <td>\$1.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>8 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD25703924REASSIGN</td> <td>Non-Temporary Storage</td> <td>\$1.00</td> <td>New</td> <td>New</td> </tr> <tr> <td>9 New</td> <td>70Z0PCS240037957</td> <td>UCGIOH0MPC30345CMD212106324REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table> <p>Total Cost: \$3,004.00</p> <p>Buttons: Save, Return to Search, Previous in List, Next in List, Add, Update/Display, Return Order (circled in red)</p> </div>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0PCS240037956	UCGIOH0MPC30345CMD21002324REASSIGN	Member Travel	\$3,000.00	New	New	2 New	70Z0PCS240037956	UCGIOH0MPC30345CMD21002224REASSIGN	Dependent Travel	\$0.00	New	New	3 New	70Z0PCS240037956	UCGIOH0MPC30345CMD212203024REASSIGN	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0PCS240037957	UCGIOH0MPC30345CMD22003524REASSIGN	House Hold Goods	\$1.00	New	New	5 New	70Z0PCS240037957	UCGIOH0MPC30345CMD22004624REASSIGN	Privately Owned Vehicles	\$1.00	New	New	6 New	70Z0PCS240037957	UCGIOH0MPC30345CMD212203124REASSIGN	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0PCS240037957	UCGIOH0MPC30345CMD212203224REASSIGN	Temporary Lodging Allowance	\$1.00	New	New	8 New	70Z0PCS240037957	UCGIOH0MPC30345CMD25703924REASSIGN	Non-Temporary Storage	\$1.00	New	New	9 New	70Z0PCS240037957	UCGIOH0MPC30345CMD212106324REASSIGN	Personally Procured Move	\$0.00	New	New
Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status																																																																	
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9 New	70Z0PCS240037957	UCGIOH0MPC30345CMD212106324REASSIGN	Personally Procured Move	\$0.00	New	New																																																																	
<p>20</p>	<p>Once saved, select the Approval tab.</p> <div data-bbox="287 1243 1412 1736"> <p>Arwen Evenstar Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2916140 Order Action: [dropdown] Go</p> <p>Order Begin Date: 05/01/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 06/01/2024 Order Status: Authorized</p> <p>PCS Basic Information</p> <p>Current Department: 000590 CG STA MIAMI BEACH Project Code: ra3</p> <p>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: RA</p> <p>Current Position Number: 00019637 SUPPORT-TRANSIENT EXP 2024-01 Fund Source: O&S-Mil Py</p> <p>Current Job Code: 410094 BM2</p> <p>Action: XFR Reason Code: PCS Mutual Standard Rotation Dt: 06/01/2025</p> <p>Authorizing Official: Coast E Bear, YNC, USCG</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input checked="" type="checkbox"/> Is Travel Authorized for these Orders?</p> </div>																																																																						

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PCS Orders, Continued

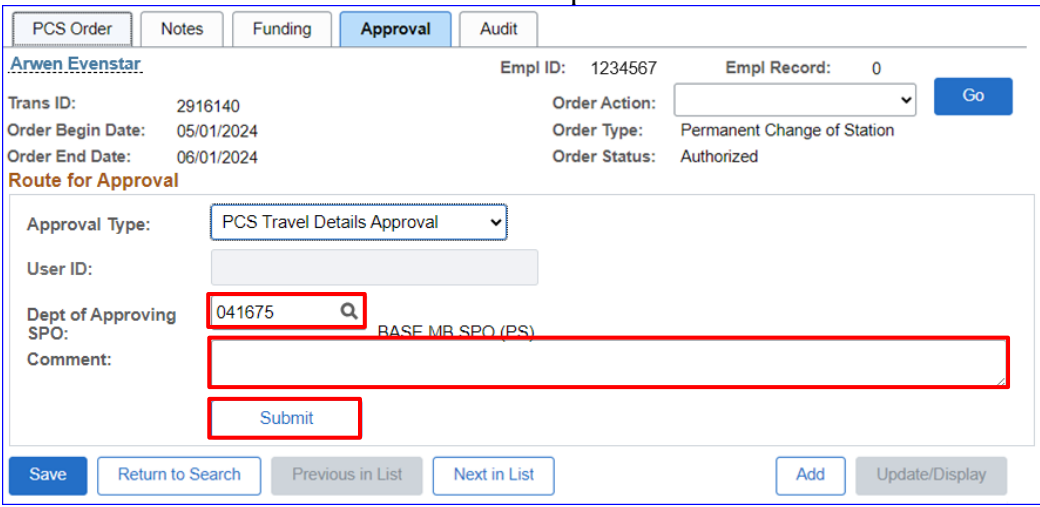
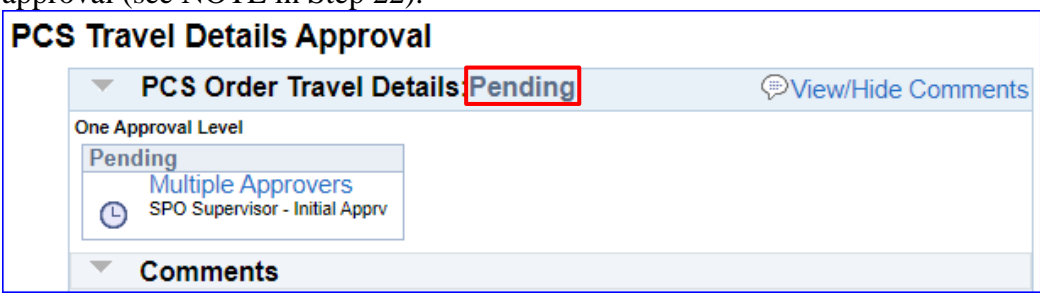
Procedures,
continued

Step	Action
21	<p>The Approval tab will display. Select PCS Travel Details Approval from the Approval Type drop-down.</p>  <p>The screenshot shows a web interface with tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Approval' tab is active. The user is 'Arwen Evenstar' with 'Empl ID: 1234567' and 'Empl Record: 0'. The order details include 'Trans ID: 2916140', 'Order Begin Date: 05/01/2024', 'Order End Date: 06/01/2024', 'Order Action: [dropdown]', 'Order Type: Permanent Change of Station', and 'Order Status: Authorized'. The 'Route for Approval' section has a 'Submit' button. Below the form are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'. The 'Approval Type' dropdown menu is open, showing options: 'Amend Order', 'Cancel Order', 'Multiple Trvl Endorsements', 'PCS Travel Details Approval' (highlighted), 'Travel Order Depart Endorsement', and 'Travel Order Report Endorsement'. A red arrow points from the highlighted option to the 'Approval Type' field in the form.</p>

Continued on next page

PCS Orders, Continued


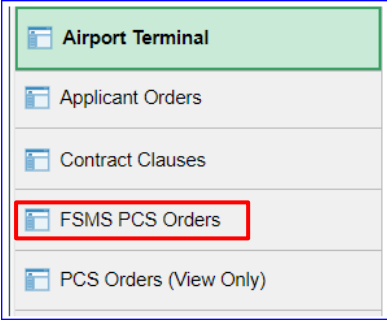
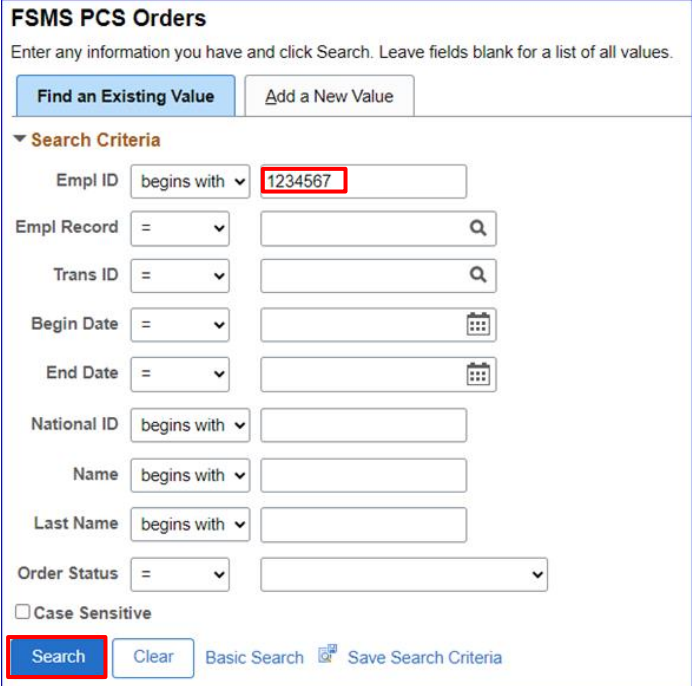
Procedures,
continued

Step	Action
<p>22</p>	<p>Verify the Dept of Approving SPO ID is correct (see NOTE). Enter Comments, if necessary and click Submit.</p> <p>NOTE: Update the Dept of Approving SPO ID to reflect the P&A Department ID to allow the PCS Order to route to the P&A Supervisor.</p> 
<p>23</p>	<p>The PCS Order will be placed in a Pending status awaiting P&A Supervisor or PAO approval (see NOTE in Step 22).</p> 

Departing Endorsement

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

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Orders Tile.</p> 
<p>2</p>	<p>Select the FSMS PCS Orders option.</p> 
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Departing Endorsement, Continued

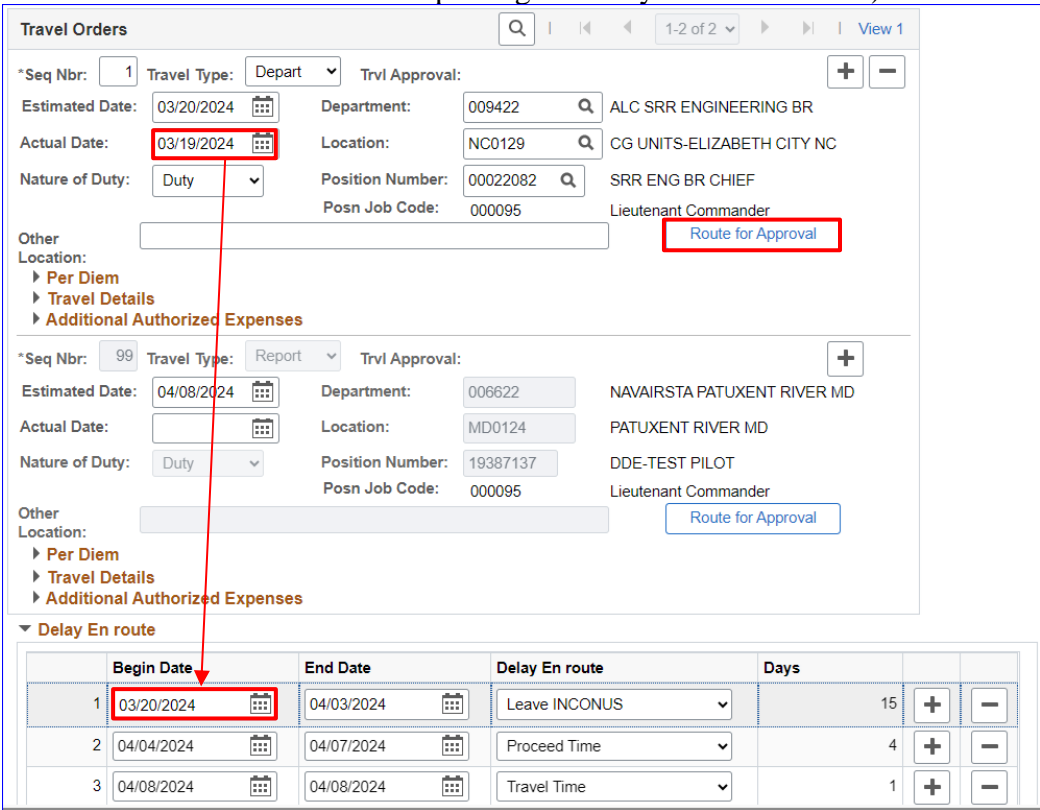
Procedures,
continued

Step	Action																																													
<p>4</p>	<p>If the member has only a single PCS Order, it will automatically open.</p> <p>If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate Order Status (see NOTE).</p> <div data-bbox="287 622 1332 788" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All 1-2 of 2</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2911477</td> <td>Bilbo Baggins</td> <td>O4</td> <td>AD</td> <td style="border: 2px solid red;">Ready</td> <td>03/20/2024</td> <td>04/08/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2769769</td> <td>Bilbo Baggins</td> <td>O4</td> <td>AD</td> <td>Finished</td> <td>06/10/2022</td> <td>06/21/2022</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> <p>Find an Existing Value Add a New Value</p> </div>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2911477	Bilbo Baggins	O4	AD	Ready	03/20/2024	04/08/2024	(blank)	12323	1234567	0	2769769	Bilbo Baggins	O4	AD	Finished	06/10/2022	06/21/2022	(blank)	12323												
Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority																																				
1234567	0	2911477	Bilbo Baggins	O4	AD	Ready	03/20/2024	04/08/2024	(blank)	12323																																				
1234567	0	2769769	Bilbo Baggins	O4	AD	Finished	06/10/2022	06/21/2022	(blank)	12323																																				
<p>5</p>	<p>The PCS Order will display. Scroll down to the Travel Details section and click View All.</p> <div data-bbox="287 896 1332 1601" style="border: 1px solid black; padding: 5px;"> <p>PCS Order Notes Funding Approval Audit</p> <p>Bilbo Baggins Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2911477 Order Action: ▼ Go</p> <p>Order Begin Date: 03/20/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 04/08/2024 Order Status: Ready</p> <p>PCS Basic Information</p> <p>Current Department: 009422 SRR ENG BR Project Code: RA17</p> <p>Current Location Code: NC0129 CG UNITS-ELIZABETH CITY NC Task Code: RA</p> <p>Current Position Number: 00022082 SRR ENG BR CHIEF Fund Source: O&S-Mil Py</p> <p>Current Job Code: 000095 LCDR</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 06/01/2025</p> <p>Authorizing Official: Coast E. Bear, YNC, USCG</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? Route for Approval</p> <p>Itinerary</p> <table border="1"> <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 rowspan="4">1</td> <td rowspan="4">Depart</td> <td rowspan="4"></td> <td>03/20/2024</td> <td></td> <td>Duty</td> <td>ALC SRR ENGINEERING BR</td> <td>SRR ENG BR CHIEF</td> <td>CG UNITS-ELIZABETH CITY NC</td> </tr> <tr> <td>03/21/2024</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td>04/04/2024</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>04/08/2024</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>04/08/2024</td> <td></td> <td>Duty</td> <td>NAVAIRSTA PATUXENT RIVER MD</td> <td>DDE-TEST PILOT</td> <td>PATUXENT RIVER MD</td> </tr> </tbody> </table> <p>Travel Orders View All</p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: + -</p> <p>Estimated Date: 03/20/2024 Department: 009422 ALC SRR ENGINEERING BR</p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description	1	Depart		03/20/2024		Duty	ALC SRR ENGINEERING BR	SRR ENG BR CHIEF	CG UNITS-ELIZABETH CITY NC	03/21/2024		Leave INCONUS				04/04/2024		Proceed Time				04/08/2024		Travel Time				99	Report		04/08/2024		Duty	NAVAIRSTA PATUXENT RIVER MD	DDE-TEST PILOT	PATUXENT RIVER MD
Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description																																						
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Departing Endorsement, Continued

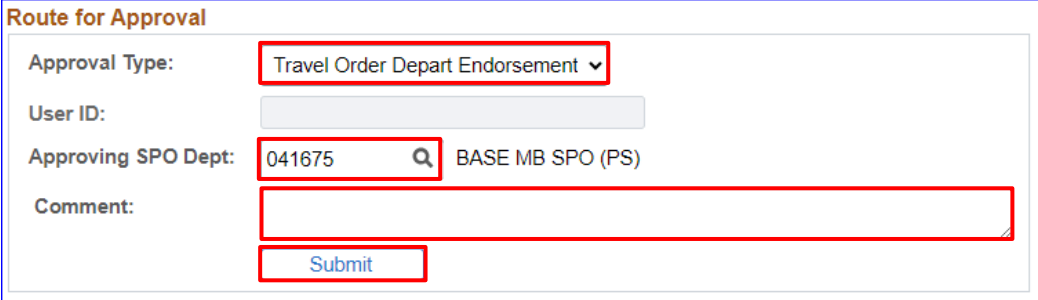
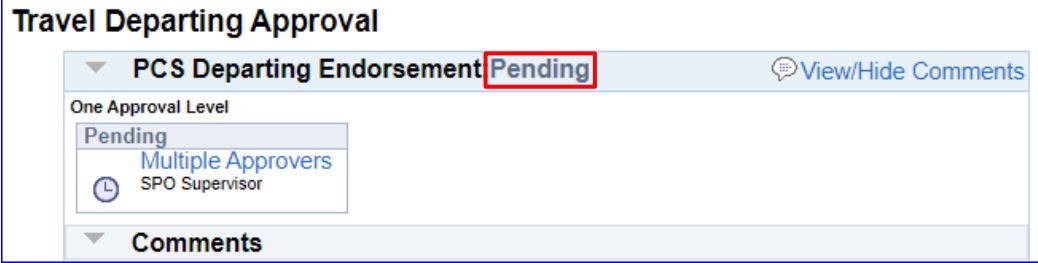
Procedures,
continued

Step	Action																												
6	<ul style="list-style-type: none"> • In the Seq Nbr 1 (Depart) row, enter the Actual Date of Departure (must be the same or later than the Estimated Date). The Actual Date CANNOT be future dated. • Click Route for Approval in the Seq Nbr 1 Row. <p>NOTE: If the Actual Date is different than the estimated date, update the Delay En route section to account for the change (see Steps 10 & 11 of the PCS Orders section for more information on updating the delay En route section).</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows. The first row (Seq Nbr 1) has the following details: Estimated Date: 03/20/2024, Actual Date: 03/19/2024, Department: 009422 (ALC SRR ENGINEERING BR), Location: NC0129 (CG UNITS-ELIZABETH CITY NC), Position Number: 00022082 (SRR ENG BR CHIEF), Posn Job Code: 000095 (Lieutenant Commander). The second row (Seq Nbr 99) has: Estimated Date: 04/08/2024, Department: 006622 (NAVAIRSTA PATUXENT RIVER MD), Location: MD0124 (PATUXENT RIVER MD), Position Number: 19387137 (DDE-TEST PILOT), Posn Job Code: 000095 (Lieutenant Commander). Below these is a 'Delay En route' table:</p> <table border="1" data-bbox="311 1377 1316 1534"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>03/20/2024</td> <td>04/03/2024</td> <td>Leave INCONUS</td> <td>15</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>04/04/2024</td> <td>04/07/2024</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>04/08/2024</td> <td>04/08/2024</td> <td>Travel Time</td> <td>1</td> <td>+</td> <td>-</td> </tr> </tbody> </table>		Begin Date	End Date	Delay En route	Days			1	03/20/2024	04/03/2024	Leave INCONUS	15	+	-	2	04/04/2024	04/07/2024	Proceed Time	4	+	-	3	04/08/2024	04/08/2024	Travel Time	1	+	-
	Begin Date	End Date	Delay En route	Days																									
1	03/20/2024	04/03/2024	Leave INCONUS	15	+	-																							
2	04/04/2024	04/07/2024	Proceed Time	4	+	-																							
3	04/08/2024	04/08/2024	Travel Time	1	+	-																							

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Departing Endorsement, Continued


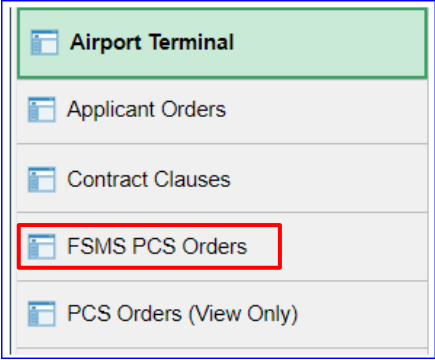
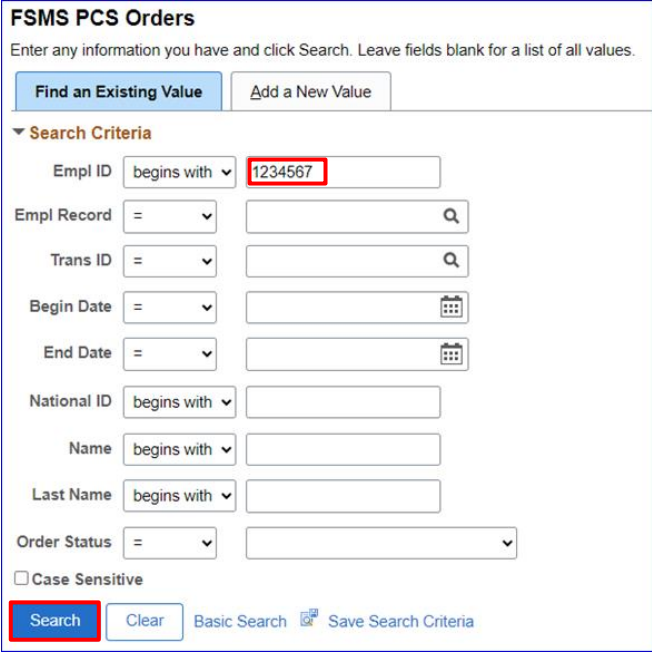
Procedures,
continued

Step	Action
7	<p>The Approval tab will display.</p> <ul style="list-style-type: none"> • The Approval Type should indicate Travel Order depart Endorsement. • Verify the Dept of Approving SPO ID. • Comments are optional. Enter any necessary comments. • click Submit. 
8	<p>The PCS Departing endorsement will be placed in a Pending status and is awaiting SPO Approval.</p> 

Reporting Endorsement

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

Procedures See below.

Step	Action
<p>1</p>	<p>Click the Orders tile.</p> 
<p>2</p>	<p>Select the FSMS PCS Orders option.</p> 
<p>3</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Reporting Endorsement, Continued

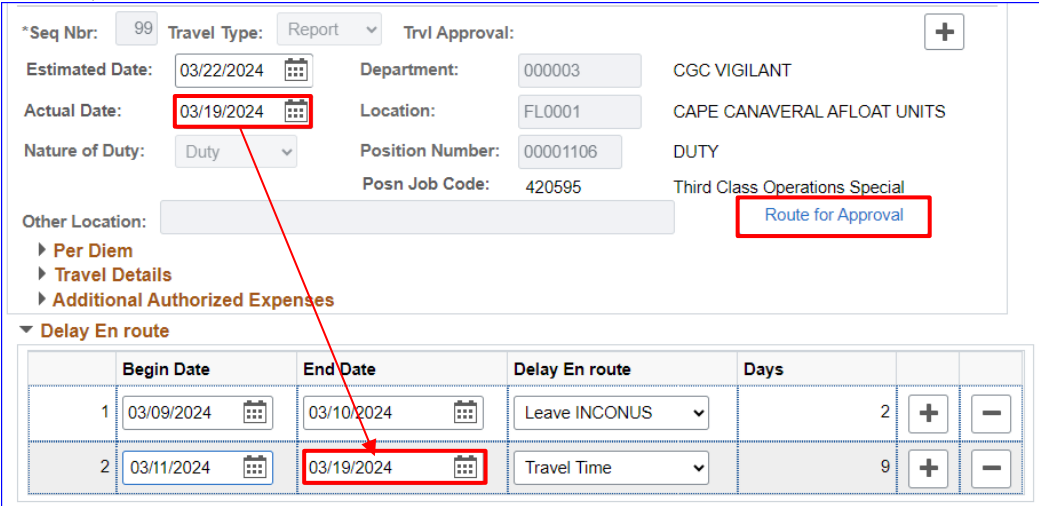
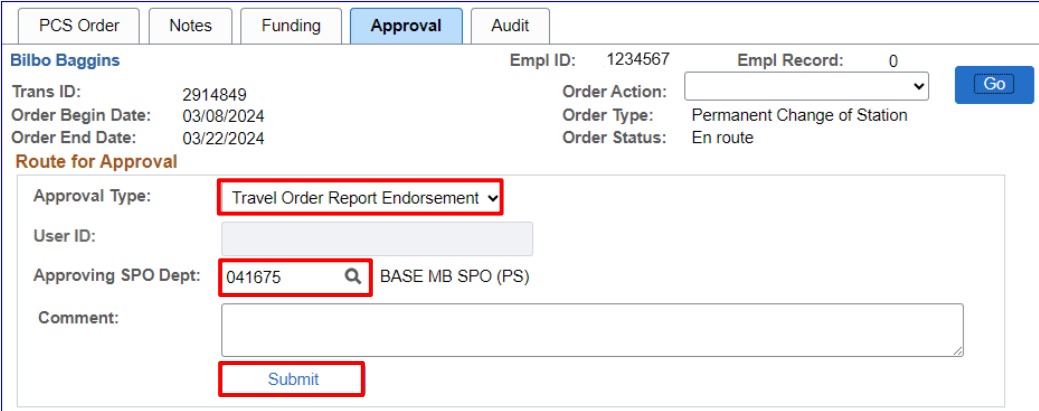
Procedures, continued

Step	Action																																													
<p>4</p>	<p>If the member has only a single PCS Order, it will automatically open.</p> <p>If the member has multiple PCS Orders, a list of all PCS Orders for the member will display. Select the appropriate Order Status.</p> <div data-bbox="287 627 1332 806" style="border: 1px solid black; padding: 5px;"> <p>Search [Clear] Basic Search [Save Search Criteria]</p> <p>Search Results</p> <p>View All [1-2 of 2]</p> <table border="1"> <thead> <tr> <th>Empl ID</th> <th>Empl Record</th> <th>Trans ID</th> <th>Name</th> <th>Salary Grade</th> <th>Employee Classification</th> <th>Order Status</th> <th>Begin Date</th> <th>End Date</th> <th>Actual Depart Date</th> <th>Authority</th> </tr> </thead> <tbody> <tr> <td>1234567</td> <td>0</td> <td>2914849</td> <td>Bilbo Baggins</td> <td>E4</td> <td>AD</td> <td>En route</td> <td>03/08/2024</td> <td>03/22/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2902221</td> <td>Bilbo Baggins</td> <td>E4</td> <td>AD</td> <td>Finished</td> <td>12/08/2023</td> <td>12/10/2023</td> <td>(blank)</td> <td>12323</td> </tr> </tbody> </table> </div>	Empl ID	Empl Record	Trans ID	Name	Salary Grade	Employee Classification	Order Status	Begin Date	End Date	Actual Depart Date	Authority	1234567	0	2914849	Bilbo Baggins	E4	AD	En route	03/08/2024	03/22/2024	(blank)	12323	1234567	0	2902221	Bilbo Baggins	E4	AD	Finished	12/08/2023	12/10/2023	(blank)	12323												
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<p>5</p>	<p>The PCS Order will display. Scroll down to the Travel Details section and click View All.</p> <div data-bbox="287 907 1332 1523" style="border: 1px solid black; padding: 5px;"> <p>PCS Order [Notes] [Funding] [Approval] [Audit]</p> <p>Bilbo Baggins Empl ID: 1234567 Empl Record: 0</p> <p>Trans ID: 2914849 Order Action: [Go]</p> <p>Order Begin Date: 03/08/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 03/22/2024 Order Status: En route</p> <p>PCS Basic Information</p> <p>Current Department: 006137 OS A SCHOOL Project Code: TG13</p> <p>Current Location Code: CA0044 CG UNITS-PETALUMA CA Task Code: TG</p> <p>Current Position Number: 00112813 A SCHOOL STUDENT - OS Fund Source: O&S-Mil Py</p> <p>Current Job Code: 420595 OS3</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2027</p> <p>Authorizing Official: Coast E. Bear, YNC, USCG</p> <p><input type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? [Route for Approval]</p> <p>Itinerary</p> <table border="1"> <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>03/08/2024</td> <td>03/08/2024</td> <td>Duty</td> <td>OS A SCHOOL</td> <td>A SCHOOL STUDENT - OS</td> <td>CG UNITS-PETALUMA CA</td> </tr> <tr> <td></td> <td></td> <td></td> <td>03/09/2024</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>03/14/2024</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td></td> <td>03/22/2024</td> <td></td> <td>Duty</td> <td>CGC VIGILANT</td> <td>DUTY</td> <td>CAPE CANAVERAL AFLOAT UNITS</td> </tr> </tbody> </table> <p>[Travel Orders] [View All]</p> </div>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	DeptId Description	Position Description	Location Description	1	Depart	Approved	03/08/2024	03/08/2024	Duty	OS A SCHOOL	A SCHOOL STUDENT - OS	CG UNITS-PETALUMA CA				03/09/2024		Leave INCONUS							03/14/2024		Travel Time				99	Report		03/22/2024		Duty	CGC VIGILANT	DUTY	CAPE CANAVERAL AFLOAT UNITS
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Reporting Endorsement, Continued

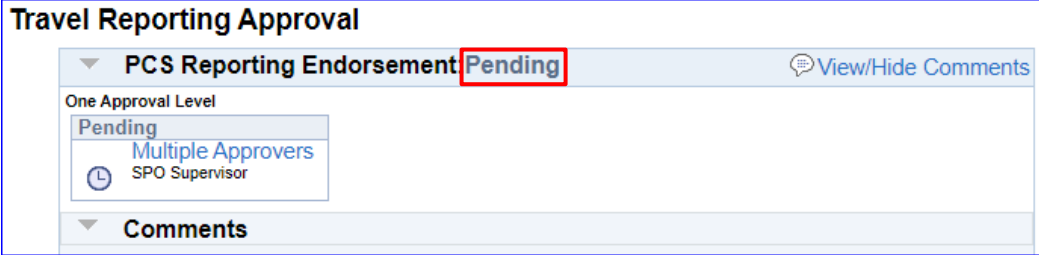
Procedures,
continued

Step	Action
<p>6</p>	<ul style="list-style-type: none"> In the Seq Nbr 99 (Report) row, enter the Actual Date of Report (must match the final End date shown in the Delay En route section). The Actual Date CANNOT be future dated. Click Route for Approval in the Seq Nbr 99 Row. <p>NOTE: If the Actual Date is different than the Estimated Date, and therefore different than the final End Date in the Delay En route section, the Delay En route section MUST be updated to account for the change (see Steps 10 & 11 of the PCS Orders section for more information on updating the delay En route section).</p> 
<p>7</p>	<p>The Approval tab will display.</p> <ul style="list-style-type: none"> The Approval Type should indicate Travel Order depart Endorsement. Verify the Dept of Approving SPO ID. Click Submit. 

Continued on next page

Reporting Endorsement, Continued

Procedures,
continued

Step	Action
<p>8</p>	<p>The PCS Departing endorsement will be placed in a Pending status and is awaiting SPO Approval.</p>  <p>The screenshot shows a 'Travel Reporting Approval' card. At the top, it says 'PCS Reporting Endorsement' followed by 'Pending' in a red box. To the right is a 'View/Hide Comments' link. Below this, it indicates 'One Approval Level' with a dropdown menu currently set to 'Pending'. Another dropdown menu is set to 'Multiple Approvers' with 'SPO Supervisor' listed below it. At the bottom of the card is a 'Comments' section.</p>
<p>9</p>	<p>Upon Approval of the PCS Reporting Endorsement, it is IMPORTANT to:</p> <ul style="list-style-type: none"> • Review the member’s Job data to ensure the PCS Transfer job Data row was created. For more information on navigating and reviewing Job Data, see the Understanding Job Data user guide. • Review the member’s Pay Calculation Results and Element Assignment by Payee (EABPs) to ensure the entitlements started/stopped as appropriate. See the Pay Calculation Results and EABP user guides for more information on navigating to and reviewing these.
