

# PCS Orders

## Overview

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### Introduction

This guide provides the procedures for completing Permanent Change of Station (PCS) Orders for Enlisted, Officer, and Reserve Coast Guard and 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. The POET Details are auto generated when the AO issues the Order.

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### Changes to Funding

If any of the funding lines on DA orders are greater than \$0.00, and the funds for that funding line are not needed, **DO NOT CHANGE IT TO \$0.00**. Doing so will cancel the Document Number and you will no longer be able to use it. **If the funding line will not be needed, change it to \$1.00.**

Example - If the member's Order has the following:

\$1000.00 Member Travel - Document Number 70Z0PCS220032920

\$100.00 Dependent Travel - Document Number 70Z0PCS220032920

\$1000.00 DLA (Dislocation Allowance - Document Number 70Z0PCS220032920

**If you change Dependent Travel to \$0.00, it will CANCEL that document Number.** Keep in mind that these three funding lines (above) use the SAME document number. If later you needed to increase any of these funding lines or add Dependent Travel back in, **it WILL error out.**

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### Known Issue - BAH

**Hawaii** – 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**.

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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="B"/>	<input type="text" value="12/09/2023"/> <input type="button" value="B"/>	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="B"/>	<input type="text" value="12/13/2023"/> <input type="button" value="B"/>	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="B"/>	<input type="text" value="12/16/2023"/> <input type="button" value="B"/>	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

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## Overview, Continued

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- 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.

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- 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. Cost Totals on the Funding tab should be left at \$0.00.

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**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

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

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

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

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**Funding Tab / POET Details** The P&A and SPOs are expected to enter the **Cost Totals (FULL AMOUNTS)** on the Funding tab when completing a set of PCS Orders. It is recommended to have the member's travel entitlements calculated prior to starting the PCS Order. Required Cost Total line items include:

- Member Travel (Per Diem & MALT)
- Dependent Travel (Per Diem & MALT)
- Household Goods (see [Estimates: Household Goods](#))
- Privately Owned Vehicles (POV Shipment, see [Estimates: POV / NTS](#))
- Temporary Lodging Expense (TLE)
- Temporary Lodging Allowance (TLA)
- Non-Temporary Storage (see [Estimates: POV / NTS](#))
- Personally Procured move (See [below](#))
- Dislocation Allowance (DLA)

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**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 Order**. The estimated cost is captured on the DD-2278 which is provided to the member by the Transportation Officer. **Use the estimated cost provided on the DD-2278 to populate the Personally Procured Move Cost Total on the Funding tab.**

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**Estimates: Household Goods UPDATED**

- P&As and SPOs may need to enter/update the Household goods Cost Total.
- **For all FY24 PCS orders, put \$1 on the Household Goods, Non-Temp Storage, and POV Shipment funding lines.**
- Regardless of how much it actually costs, only put \$1.
- **If you have already worked any FY24 PCS orders and put a different amount, leave it as is.**
- CG-832 has a method for deobligating the funds.

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**Estimates: POV/NTS UPDATED**

- **For all FY24 PCS orders, put \$1 on the Household Goods, Non-Temp Storage, and POV Shipment funding lines.**
- Regardless of how much it actually costs, only put \$1.
- **If you have already worked any FY24 PCS orders and put a different amount, leave it as is.**
- CG-832 has a method for deobligating the funds.


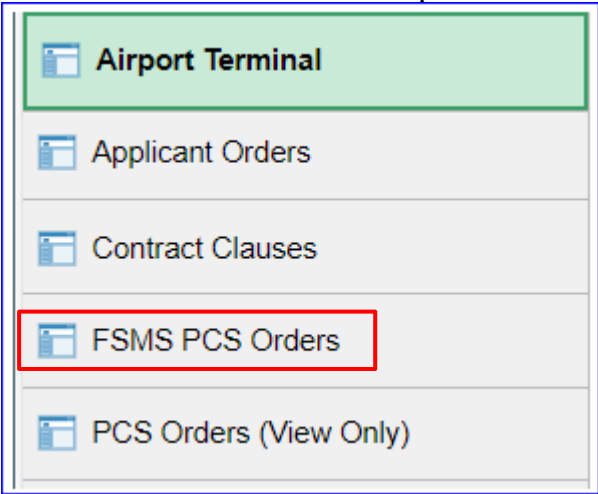
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## PCS Orders, Continued

**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](mailto:MilitaryPCS@uscg.mil).

**Procedures**     See below.

Step	Action
1	Click the <b>Orders</b> Tile. 
2	Select the <b>FSMS PCS Orders</b> option. 

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# PCS Orders, Continued

Procedures,  
continued

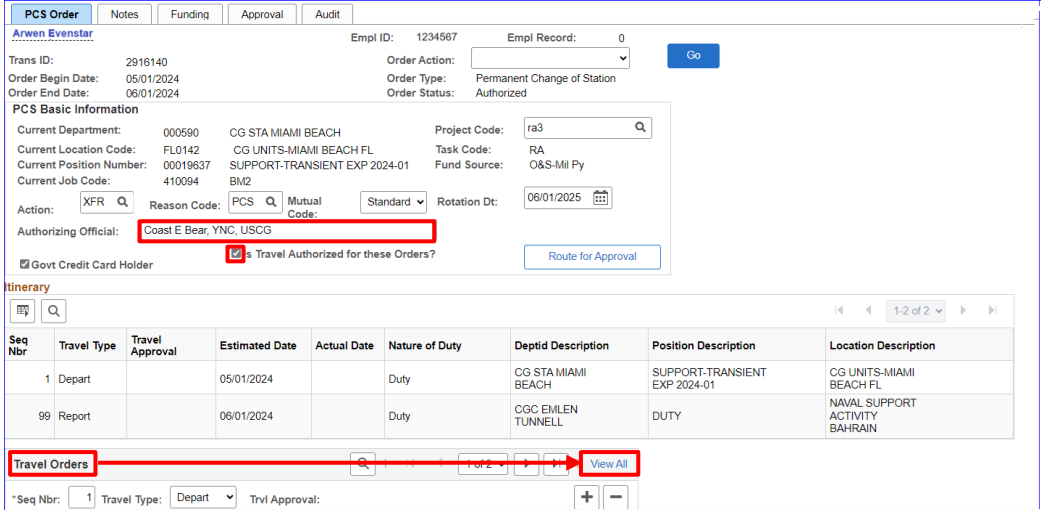
Step	Action																																	
<p><b>3</b></p>	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 517 983 1167" style="border: 1px solid black; padding: 5px;"> <p><b>FSMS PCS Orders</b></p> <p>Enter any information you have and click Search. Leave fields 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><b>▼ Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Trans ID = <input type="text"/></p> <p>Begin Date = <input type="text"/></p> <p>End Date = <input type="text"/></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"/> <a href="#">Basic Search</a> <input type="button" value="Save Search Criteria"/> </p> </div>																																	
<p><b>4</b></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 <b>Order Status</b>.</p> <p><b>NOTE:</b> Orders entered by the Assignment Officer will display with an Authorized status.</p> <div data-bbox="327 1462 1370 1630" style="border: 1px solid black; padding: 5px;"> <p>Search Results</p> <p>View All <span style="float: right;">1-2 of 2</span></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

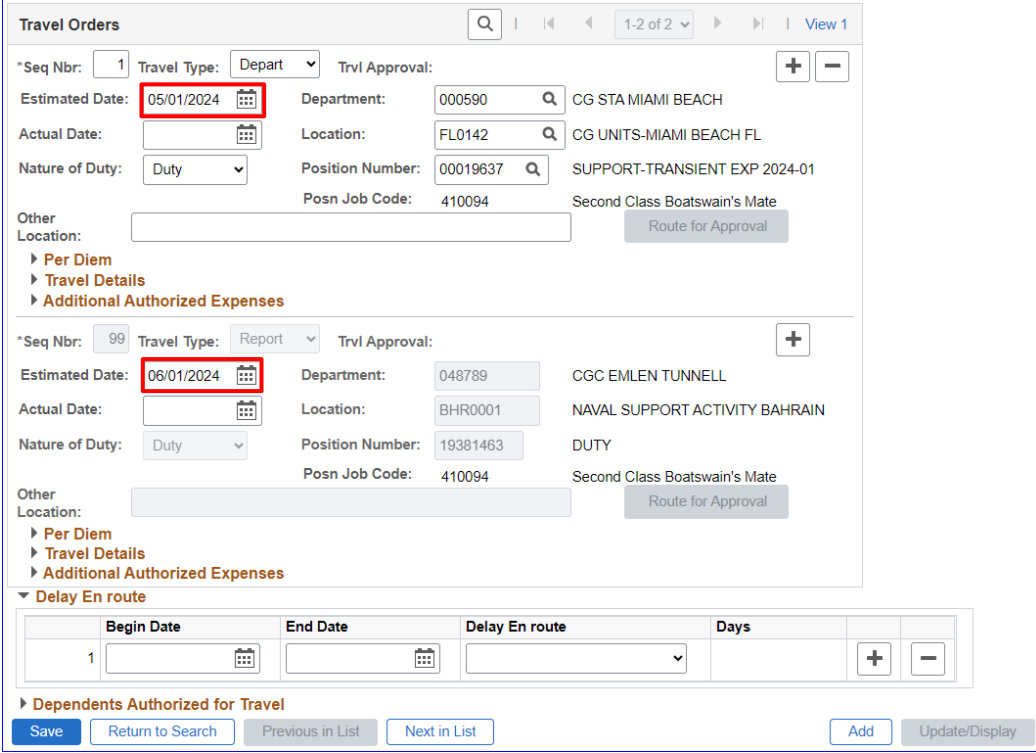
## Procedures, continued

Step	Action																											
<p><b>5</b></p>	<p>The PCS Order will display with limited information. Enter the <b>Authorizing Official's</b> name, rate/rank, and paygrade. If the member will be traveling on the PCS Order, check the <b>“Is Travel Authorized for these orders?”</b> box.</p> <p>Move down the page to the Travel Orders section and click <b>View All</b>.</p>  <p>The screenshot shows the PCS Order form with the following details:</p> <ul style="list-style-type: none"> <li>Trans ID: 2916140</li> <li>Order Begin Date: 05/01/2024</li> <li>Order End Date: 06/01/2024</li> <li>Empl ID: 1234567</li> <li>Empl Record: 0</li> <li>Order Action: [Dropdown]</li> <li>Order Type: Permanent Change of Station Authorized</li> <li>Order Status: Authorized</li> <li>Project Code: ra3</li> <li>Task Code: RA</li> <li>Fund Source: O&amp;S-Mil Py</li> <li>Current Department: 000590 CG STA MIAMI BEACH</li> <li>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL</li> <li>Current Position Number: 00019637 SUPPORT-TRANSIENT EXP 2024-01</li> <li>Current Job Code: 410094 BMZ</li> <li>Reason Code: PCS</li> <li>Mutual Code: Standard</li> <li>Rotation Dt: 06/01/2025</li> <li>Authorizing Official: <b>Coast E Bear, YNC, USCG</b></li> <li><input checked="" type="checkbox"/> Is Travel Authorized for these Orders?</li> </ul> <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>	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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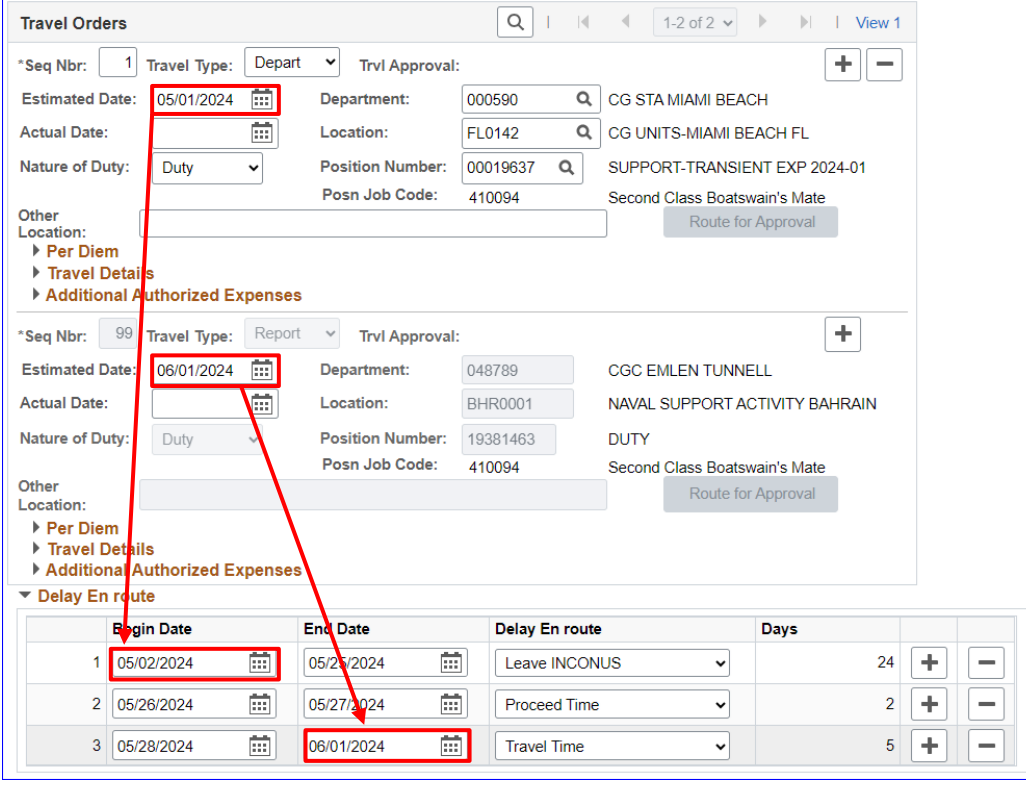
Procedures,  
continued

Step	Action
6	<p>Seq Nbr 1, Depart row:</p> <ul style="list-style-type: none"> <li>Enter the member's expected depart date in the <b>Estimated Date</b> field.</li> </ul> <p>Seq Nbr 99, Report row:</p> <ul style="list-style-type: none"> <li>Enter the member's expected report date in the <b>Estimated Date</b> field.</li> </ul> <p><b>NOTE:</b> Do <b>NOT</b> 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="327 488 1356 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="327 593 1356 660">The first <b>Begin Date</b> must be the day <b>AFTER</b> the estimated depart date and the last <b>End Date</b> must be the <b>SAME</b> day as the estimated report date.</p> <div data-bbox="327 667 1356 1467" style="border: 1px solid black; padding: 5px;">  <p><b>Travel Orders</b></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 EMLEN 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" data-bbox="343 1276 1340 1433"> <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																												
8	<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><b>NOTE:</b> 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="327 808 1369 1122" style="border: 1px solid black; padding: 5px;"> <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> <p>► Dependents Authorized for Travel</p> <p>Save Return to Search Previous in List 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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2	05/26/2024	05/27/2024	Proceed Time	2	+	-																							
3	05/28/2024	06/01/2024	Travel Time	5	+	-																							
9	<p>If the member has dependents that will be traveling on the PCS Order, expand the <b>Dependents Authorized for Travel</b> section and continue with Step 10. If the member does not have dependents, skip to Step 11.</p> <div data-bbox="327 1267 1369 1581" style="border: 1px solid black; padding: 5px;"> <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> <p>► Dependents Authorized for Travel</p> <p>Save Return to Search Previous in List 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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3	05/28/2024	06/01/2024	Travel Time	5	+	-																							

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# PCS Orders, Continued

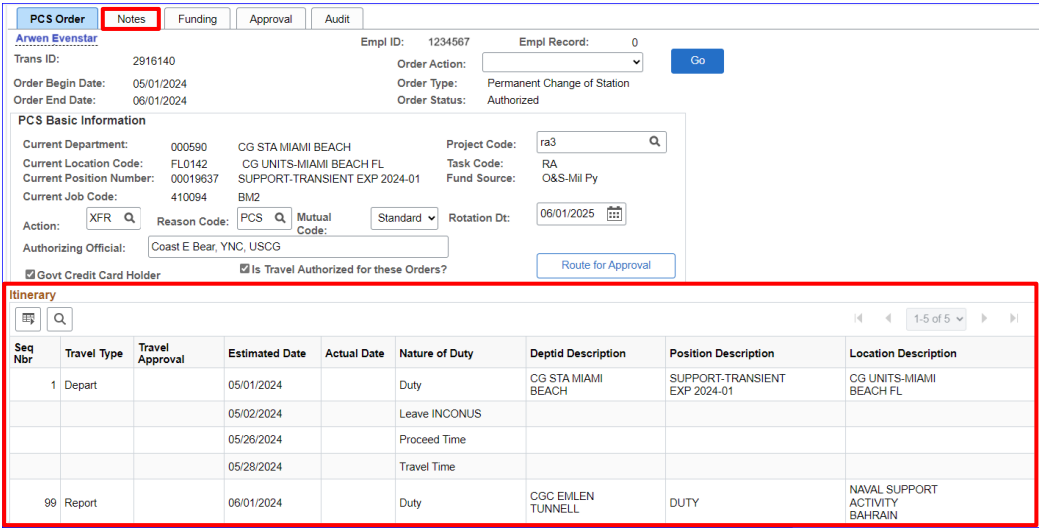
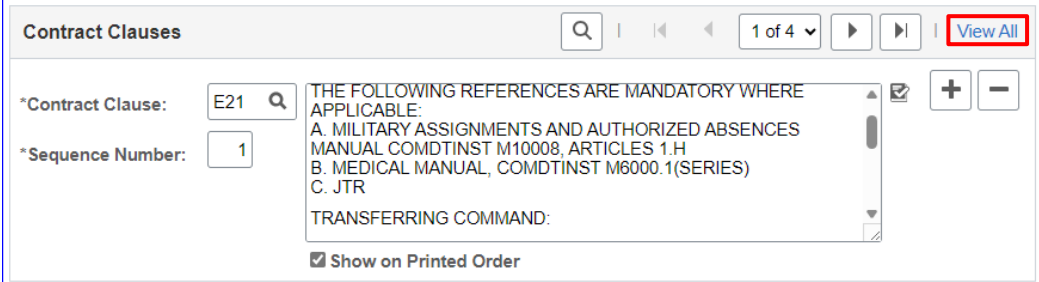
Procedures,  
continued

Step	Action																				
<p><b>10</b></p>	<p>Check the <b>Auth for Travel</b> box for each dependent that is authorized to travel.</p> <p><b>NOTE:</b> If the dependent is not listed, click the lookup icon to search for the dependent or review the member's <a href="#">Dependent Information</a> and update as authorized.</p> <div data-bbox="327 667 1369 846" style="border: 1px solid black; padding: 5px;"> <p>▼ Dependents Authorized for Travel</p> <table border="1"> <thead> <tr> <th>Auth for Travel</th> <th>Dep/Benef</th> <th>Name</th> <th>Relation</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Date of Birth</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1 <input checked="" type="checkbox"/></td> <td>02</td> <td>Bolger, Estella A.</td> <td>Spouse</td> <td>Married</td> <td>05/15/2023</td> <td>N</td> <td>04/05/1990</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/> </p> </div>	Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth			1 <input checked="" type="checkbox"/>	02	Bolger, Estella A.	Spouse	Married	05/15/2023	N	04/05/1990	+	-
Auth for Travel	Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Date of Birth														
1 <input checked="" type="checkbox"/>	02	Bolger, Estella A.	Spouse	Married	05/15/2023	N	04/05/1990	+	-												
<p><b>11</b></p>	<p>Once the Travel orders, Delay En route, and Dependents Authorized for Travel sections have been updated, click <b>Save</b> to update the itinerary.</p> <div data-bbox="327 958 1369 1070" style="border: 1px solid black; padding: 5px;"> <p>► Delay En route</p> <p>► Dependents Authorized for Travel</p> <p> <input checked="" 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"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/> </p> </div>																				
<p><b>12</b></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 <b>OK</b>.</p> <p><b>NOTE:</b> If both the Estimated Dates were changed, this message will display twice. Click <b>OK</b> through both of the messages to continue with the PCS Order.</p> <div data-bbox="327 1332 1369 1579" style="border: 1px solid black; padding: 5px;"> <p>Warning -- You have changed the Estimated or Actual dates and the Order Begin or End dates will be changed. (30013,48)</p> <p>If you change the Initial depart or the final report estimated or actual dates the related order begin date or the Order end will be adjusted accordingly.</p> <p style="text-align: center;"> <input checked="" type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>																				

Continued on next page

# PCS Orders, Continued

## Procedures, continued

Step	Action																																																						
<p><b>13</b></p>	<ul style="list-style-type: none"> <li>• Scroll up to the middle of the page and verify the <b>Itinerary</b> has updated with the new Estimated Dates and any travel delays.</li> <li>• Select the <b>Notes</b> tab.</li> </ul>  <p>The screenshot shows the PCS Order system interface. The 'Notes' tab is selected. The 'Itinerary' section is highlighted with a red box. It contains a table with the following data:</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-MIAMII 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-MIAMII 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><b>14</b></p>	<p>Scroll down to the Contract Clauses (Order Notes) section and click <b>View All</b>, if necessary.</p>  <p>The screenshot shows the 'Contract Clauses' section. The 'View All' button is highlighted with a red box. The section displays the following information:</p> <ul style="list-style-type: none"> <li>*Contract Clause: E21</li> <li>*Sequence Number: 1</li> <li>THE FOLLOWING REFERENCES ARE MANDATORY WHERE APPLICABLE:             <ul style="list-style-type: none"> <li>A. MILITARY ASSIGNMENTS AND AUTHORIZED ABSENCES MANUAL COMDTINST M10008, ARTICLES 1.H</li> <li>B. MEDICAL MANUAL, COMDTINST M6000.1(SERIES)</li> <li>C. JTR</li> </ul> </li> <li>TRANSFERRING COMMAND:</li> <li><input checked="" type="checkbox"/> Show on Printed Order</li> </ul>																																																						

Continued on next page

# PCS Orders, Continued

Procedures,  
continued

Step	Action
<p><b>15</b></p>	<p>Do <b>NOT</b> 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="327 593 1369 1635" style="border: 1px solid black; padding: 10px;"> <p><b>Contract Clauses</b> <span style="float: right;">1-4 of 4 <a href="#">View 1</a></span></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:</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</p> <p><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.</p> <p>*Sequence Number: <input type="text" value="2"/></p> <p><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.</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</p> <p><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.</p> <p>*Sequence Number: <input type="text" value="3"/> MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE.</p> <p><input checked="" type="checkbox"/> Show on Printed Order</p> </div> </div>

Continued on next page

# PCS Orders, Continued

**Procedures,**  
continued

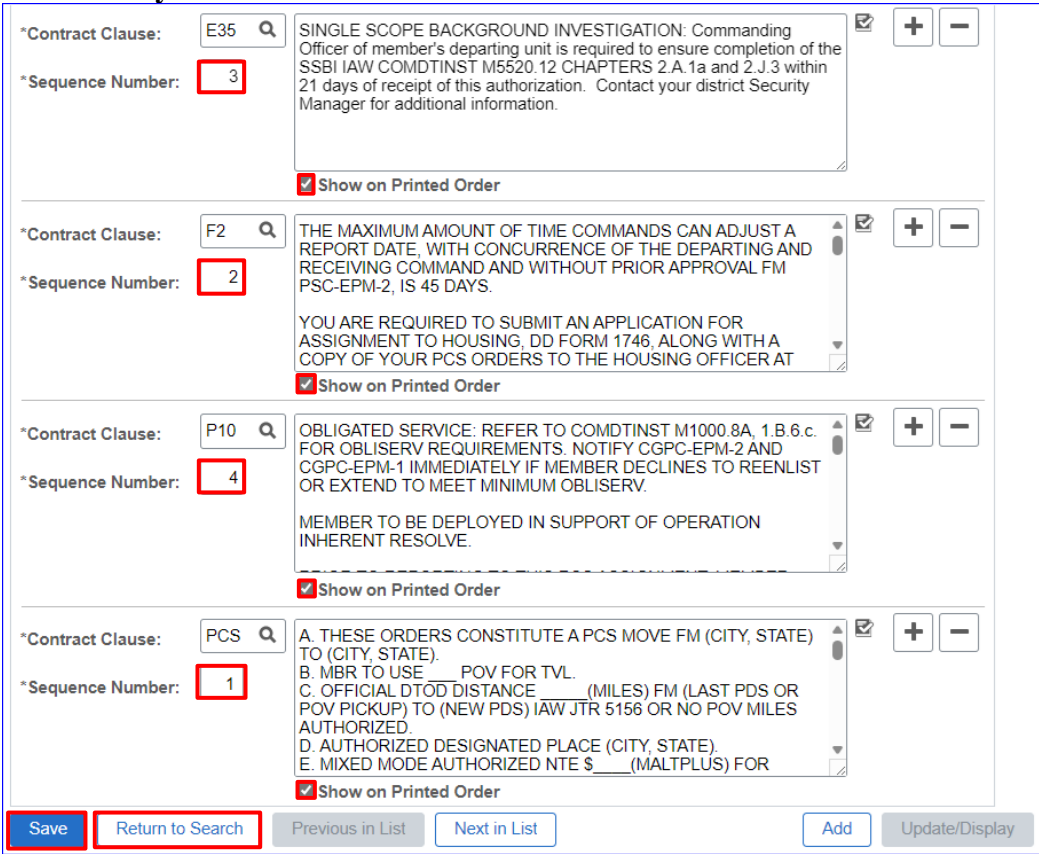

Step	Action
16	<p>Use the <b>lookup</b> or enter the Contract Clause (Order Note) to be added. Edit the new Note as appropriate. Repeat steps 14 &amp; 15, as necessary.</p> <div data-bbox="328 555 1369 1037" style="border: 1px solid black; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> <p>*Contract Clause: <input type="text" value="P10"/> <input type="button" value="Q"/> <span style="font-size: small;">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.</span></p> <p>*Sequence Number: <input type="text" value="3"/> <span style="font-size: small;">MEMBER TO BE DEPLOYED IN SUPPORT OF OPERATION INHERENT RESOLVE.</span></p> <p style="text-align: right;"><input checked="" type="checkbox"/> Show on Printed Order</p> </div> <div style="padding-top: 5px;"> <p>*Contract Clause: <input style="border: 2px solid red;" type="text"/> <input type="button" value="Q"/> <span style="font-size: small;">[Empty text area]</span></p> <p>*Sequence Number: <input type="text"/></p> <p style="text-align: right;"><input checked="" type="checkbox"/> Show on Printed Order</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span>Save</span> <span>Return to Search</span> <span>Previous in List</span> <span>Next in List</span> <span>Add</span> <span>Update/Display</span> </div> </div>

*Continued on next page*



# PCS Orders, Continued

Procedures,  
continued

Step	Action
<p><b>17</b></p>	<p>Once all the necessary Contract Clauses (Order Notes) have been entered update the <b>Sequence Numbers</b> to reflect the sequence in which the Order Notes will display on the printed Order. Ensure the <b>“Show on Printed Order”</b> box is checked.</p> <p>Click <b>Save</b>, then click <b>Return to Search</b> to exit the Order and re-enter it immediately.</p> 
<p><b>18</b></p>	<p>Upon re-entering the Order, select the <b>Funding</b> tab.</p> 

Continued on next page

# PCS Orders, Continued

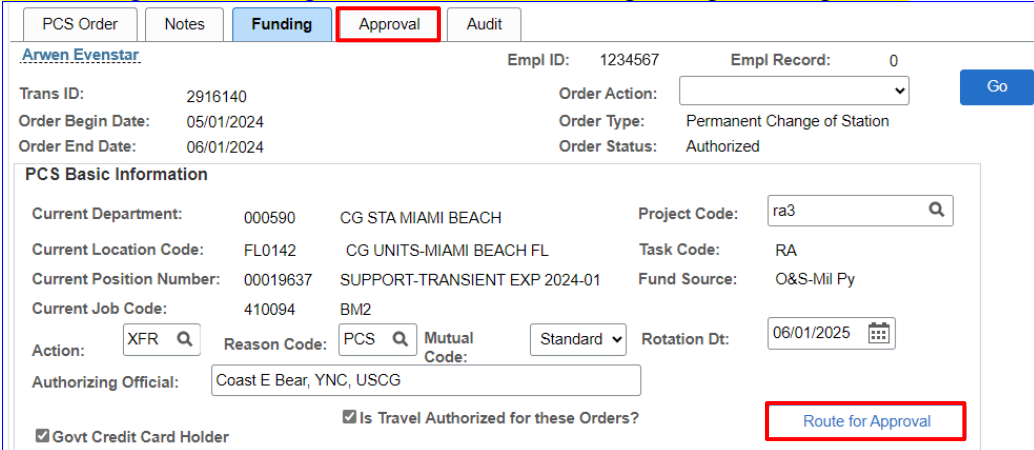
Procedures,  
continued

Step	Action																																																																						
19	<p>The Funding tab will display. Update the Cost Totals for each expenditure as appropriate. <b>Try to be as accurate as possible (see the Funding tab / POET Details, Helpful Tools, Personally Procured Move, and Estimates: Household Goods, and Estimates: POV/NTS sections for more information).</b></p> <p><b>DO NOT CLICK RESUBMIT ORDER! (Only click Resubmit Order if previously entered funding requires changing AFTER approval).</b></p> <p><b>Temporary lodging Allowance (TLA): For ALL CONUS Orders, enter \$1.00 as the TLA Cost Total. This allows the funding to be obligated later without te need for an amendment.</b></p> <p>Click Save.</p> <div data-bbox="327 996 1364 1534" style="border: 1px solid black; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Summary</span> <span>POET Details</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>UCGIOH0MPC30345CMDCCD21002324REASSIGN</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>UCGIOH0MPC30345CMDCCD21002224REASSIGN</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>UCGIOH0MPC30345CMDCCD12203024REASSIGN</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>UCGIOH0MPC30345CMDCCD22003524REASSIGN</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>UCGIOH0MPC30345CMDCCD22004624REASSIGN</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>UCGIOH0MPC30345CMDCCD12203124REASSIGN</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>UCGIOH0MPC30345CMDCCD12203224REASSIGN</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>UCGIOH0MPC30345CMDCCD25703924REASSIGN</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>UCGIOH0MPC30345CMDCCD12106324REASSIGN</td> <td>Personally Procured Move</td> <td>\$0.00</td> <td>New</td> <td>New</td> </tr> </tbody> </table> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span><b>Total Cost: \$3,004.00</b></span> <span>Resubmit Order</span> </div> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <span>Save</span> <span>Return to Search</span> <span>Previous in List</span> <span>Next in List</span> <span>Add</span> <span>Update/Display</span> </div> </div>	Status	Document#	POET	Funding Type	Cost Total	Funds Check Status	Obligation Status	1 New	70Z0PCS240037956	UCGIOH0MPC30345CMDCCD21002324REASSIGN	Member Travel	\$3,000.00	New	New	2 New	70Z0PCS240037956	UCGIOH0MPC30345CMDCCD21002224REASSIGN	Dependent Travel	\$0.00	New	New	3 New	70Z0PCS240037956	UCGIOH0MPC30345CMDCCD12203024REASSIGN	DLA Dislocation Allowance	\$0.00	New	New	4 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD22003524REASSIGN	House Hold Goods	\$1.00	New	New	5 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD22004624REASSIGN	Privately Owned Vehicles	\$1.00	New	New	6 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD12203124REASSIGN	Temporary Lodging Expense	\$0.00	New	New	7 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD12203224REASSIGN	Temporary Lodging Allowance	\$1.00	New	New	8 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD25703924REASSIGN	Non-Temporary Storage	\$1.00	New	New	9 New	70Z0PCS240037957	UCGIOH0MPC30345CMDCCD12106324REASSIGN	Personally Procured Move	\$0.00	New	New
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# PCS Orders, Continued

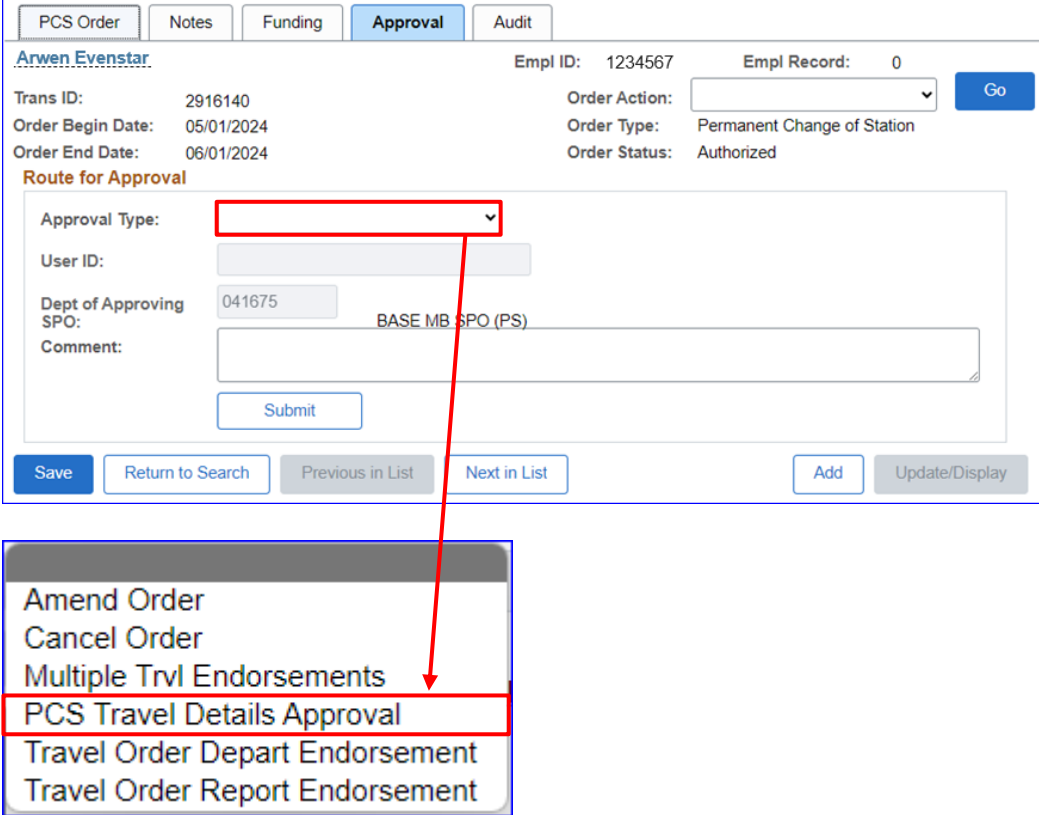
Procedures,  
continued

Step	Action
20	<p>Once saved, select <b>Route for Approval</b> (or go to the <b>Approval Tab</b>).</p> <p><b>NOTE:</b> If at any time, edits to the PCS Order are saved (recommended), the Cost Total fields on the Funding tab will 'lock' and will not be editable. To 'unlock' or open the fields: save any changes, exit the PCS Order, and reopen, the fields will be editable again.</p> <p><b>WARNING:</b> If any funding lines on the Order are greater than \$0.00 and a funding line is no longer needed, <b>do NOT change it \$0.00</b>. Changing the Cost Total to \$0.00 will cancel the Document#. Instead, change the Cost total to <b>\$1.00</b> (see <b>Changes to Funding/POET</b> section at the beginning of this guide).</p>  <p>The screenshot shows the PCS Order system interface with the following details:</p> <ul style="list-style-type: none"> <li>Navigation tabs: PCS Order, Notes, Funding, <b>Approval</b> (highlighted), Audit</li> <li>User: Arwen Evenstar</li> <li>Empl ID: 1234567, Empl Record: 0</li> <li>Trans ID: 2916140, Order Action: [dropdown], Go button</li> <li>Order Begin Date: 05/01/2024, Order Type: Permanent Change of Station</li> <li>Order End Date: 06/01/2024, Order Status: Authorized</li> <li>Section: PCS Basic Information <ul style="list-style-type: none"> <li>Current Department: 000590 CG STA MIAMI BEACH, Project Code: ra3</li> <li>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL, Task Code: RA</li> <li>Current Position Number: 00019637 SUPPORT-TRANSIENT EXP 2024-01, Fund Source: O&amp;S-Mil Py</li> <li>Current Job Code: 410094 BM2</li> <li>Action: XFR, Reason Code: PCS, Mutual Code: Standard, Rotation Dt: 06/01/2025</li> <li>Authorizing Official: Coast E Bear, YNC, USCG</li> <li>Govt Credit Card Holder: <input checked="" type="checkbox"/> Is Travel Authorized for these Orders? <b>Route for Approval</b> button</li> </ul> </li> </ul>

Continued on next page

# PCS Orders, Continued

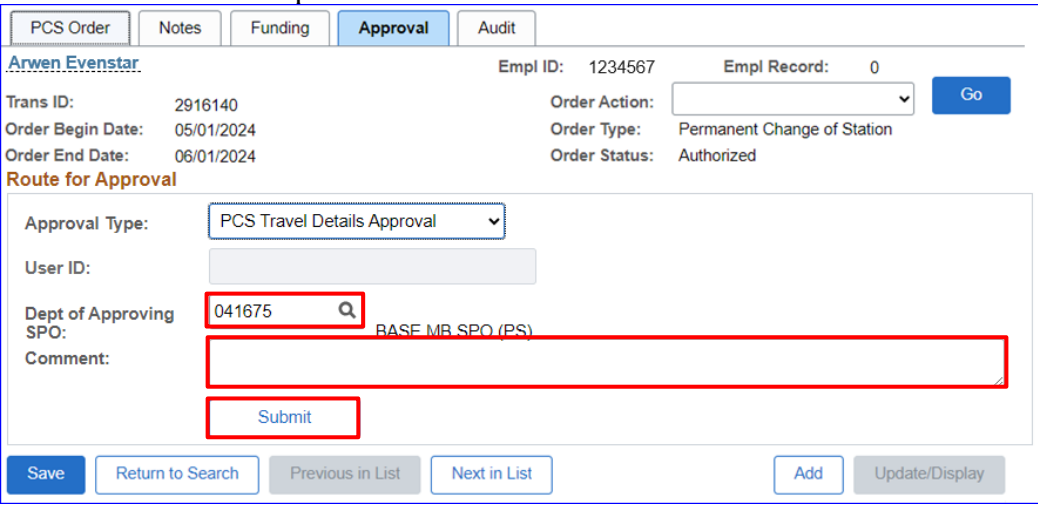
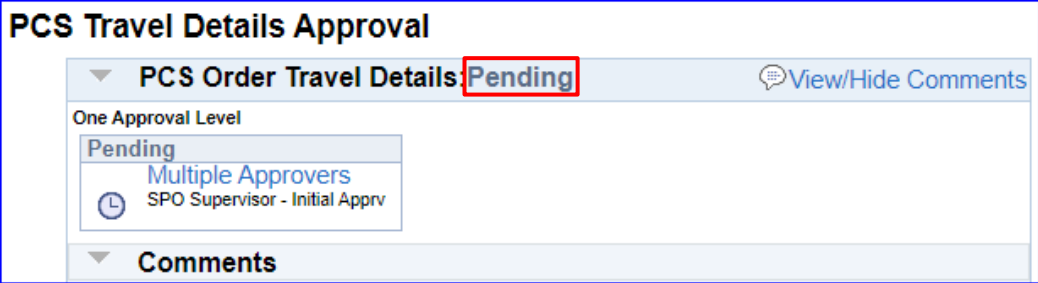
Procedures,  
continued

Step	Action
21	<p>The Approval tab will display. Select PCS Travel Details Approval from the <b>Approval Type</b> drop-down.</p>  <p>The screenshot shows the 'Approval' tab for a PCS Order. The 'Approval Type' dropdown menu is highlighted with a red box. A red arrow points from this box to a second screenshot below, which shows the dropdown menu expanded with 'PCS Travel Details Approval' selected and highlighted with a red box.</p> <p>Arwen Evenstar      Empl ID: 1234567      Empl Record: 0</p> <p>Trans ID: 2916140      Order Action: <input type="text"/>      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><b>Route for Approval</b></p> <p>Approval Type: <input type="text"/> ▼</p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: 041675      BASE MB SPO (PS)</p> <p>Comment: <input type="text"/></p> <p>Submit</p> <p>Save    Return to Search    Previous in List    Next in List    Add    Update/Display</p>

Continued on next page

# PCS Orders, Continued


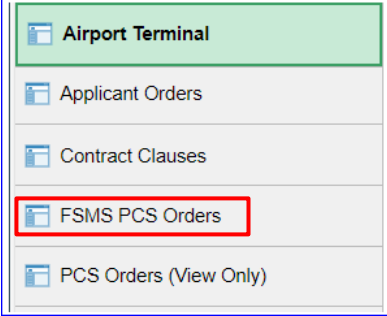
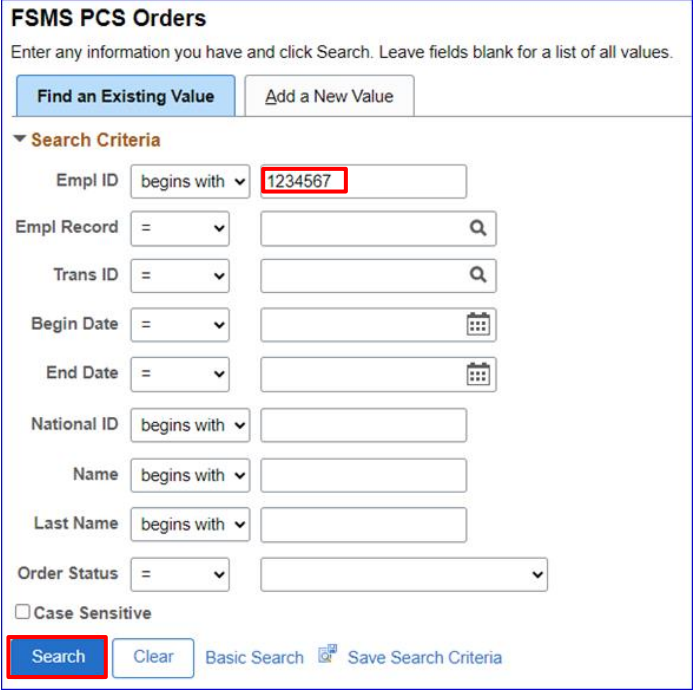
Procedures,  
continued

Step	Action
<p><b>22</b></p>	<p>Verify the <b>Dept of Approving SPO ID</b> is correct (see NOTE). Enter <b>Comments</b>, if necessary and click <b>Submit</b>.</p> <p><b>NOTE:</b> If the P&amp;A has transitioned under the Personnel Support Initiative (PSI), the P&amp;A Supervisor may approve the PCS Order. Update the <b>Dept of Approving SPO ID</b> to reflect the P&amp;A Department ID to allow the PCS Order to route to the P&amp;A Supervisor.</p>  <p>The screenshot shows a web interface for PCS Order approval. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. Below the tabs, the user 'Arwen Evenstar' is logged in. Key information includes: 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, and Order Status: Authorized. The 'Route for Approval' section contains: Approval Type: PCS Travel Details Approval, User ID: [input], Dept of Approving SPO: 041675 (with a search icon), Comment: [input], and a Submit button. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Add, and Update/Display.</p>
<p><b>23</b></p>	<p>The PCS Order will be placed in a <b>Pending</b> status awaiting P&amp;A Supervisor or PAO approval (see NOTE in Step 22).</p>  <p>The screenshot shows the 'PCS Travel Details Approval' status. The main header is 'PCS Order Travel Details: Pending' with a 'View/Hide Comments' link. Below this, it indicates 'One Approval Level' and shows a 'Pending' status with 'Multiple Approvers'. One approver is listed: 'SPO Supervisor - Initial Apprv'. A 'Comments' section is also visible at the bottom.</p>

# Departing Endorsement

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

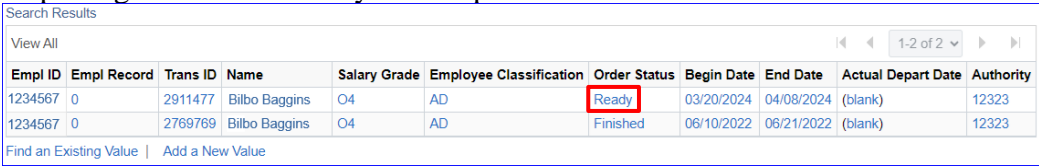
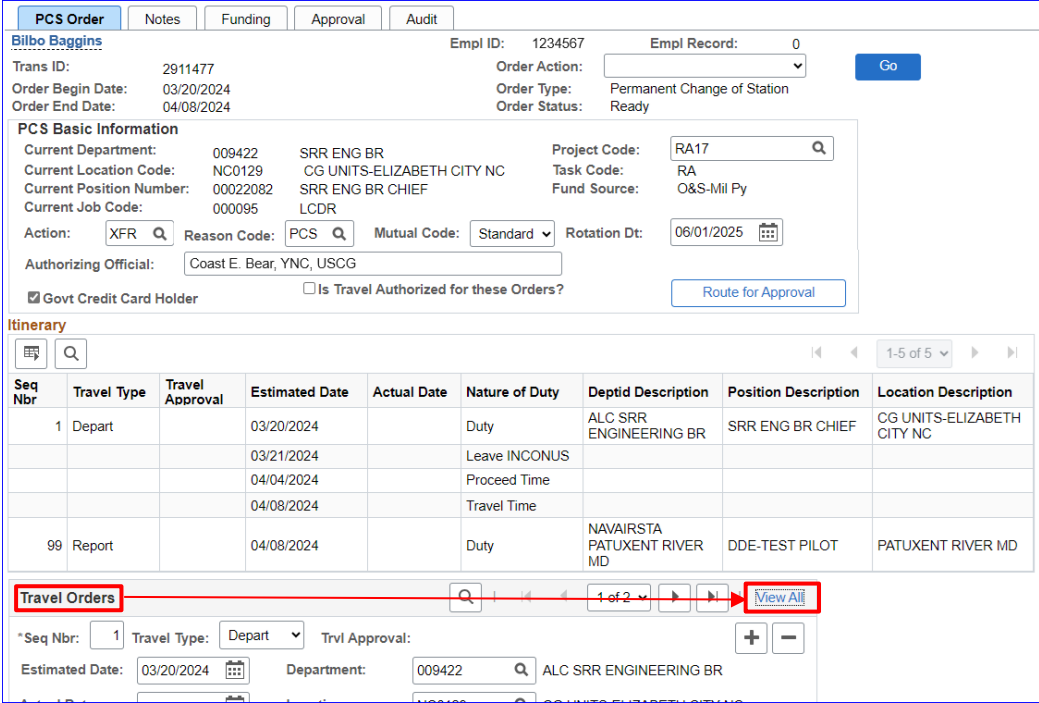
**Procedures** See below.

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

*Continued on next page*

## Departing Endorsement, Continued

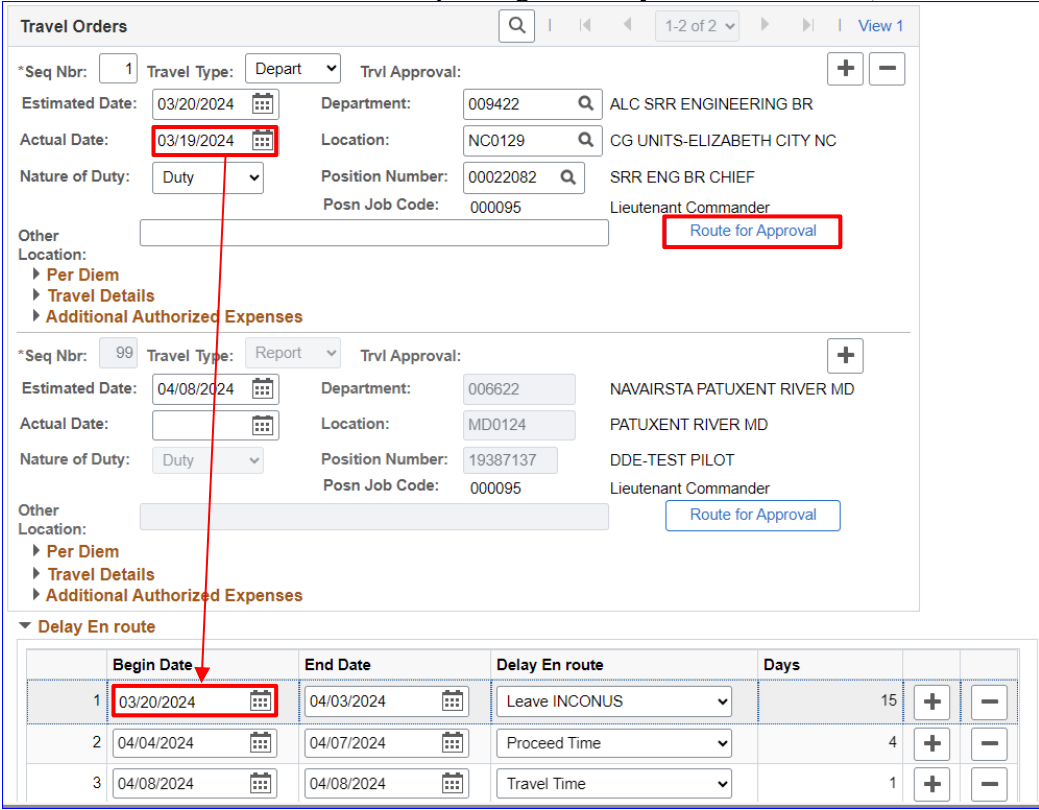
Procedures,  
continued

Step	Action																																																						
4	<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 <b>Order Status</b> (see NOTE).</p> <p><b>NOTE:</b> The <b>Order Status</b> may reflect Awaiting \$ instead of Ready, the Departing Endorsement may still be processed.</p>  <p>Search Results</p> <p>View All</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>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>	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																					
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1234567	0	2769769	Bilbo Baggins	O4	AD	Finished	06/10/2022	06/21/2022	(blank)	12323																																													
5	<p>The PCS Order will display. Scroll down to the <b>Travel Details</b> section and click <b>View All</b>.</p>  <p>PCS Order   Notes   Funding   Approval   Audit</p> <p><b>Bilbo Baggins</b>   Empl ID: 1234567   Empl Record: 0</p> <p>Trans ID: 2911477   Order Action: [Dropdown]   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><b>PCS Basic Information</b></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&amp;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><b>Itinerary</b></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>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></td> <td></td> <td></td> <td>03/21/2024</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>04/04/2024</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <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><b>Travel Orders</b>   1 of 2   View All</p> <p>*Seq Nbr: 1   Travel Type: Depart   Trvl Approval: [Buttons]</p> <p>Estimated Date: 03/20/2024   Department: 009422   ALC SRR ENGINEERING BR</p>	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																																															
1	Depart		03/20/2024		Duty	ALC SRR ENGINEERING BR	SRR ENG BR CHIEF	CG UNITS-ELIZABETH CITY NC																																															
			03/21/2024		Leave INCONUS																																																		
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			04/08/2024		Travel Time																																																		
99	Report		04/08/2024		Duty	NAVAIRSTA PATUXENT RIVER MD	DDE-TEST PILOT	PATUXENT RIVER MD																																															

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## Departing Endorsement, Continued

**Procedures,**  
continued

Step	Action																												
6	<ul style="list-style-type: none"> <li>• In the Seq Nbr 1 (Depart) row, enter the <b>Actual Date</b> of Departure (must be the same or later than the Estimated Date). The Actual Date CANNOT be future dated.</li> <li>• Click <b>Route for Approval</b> in the Seq Nbr 1 Row.</li> </ul> <p><b>NOTE:</b> If the Actual Date is different than the estimated date, update the Delay En route section to account for the change (see Steps 10 &amp; 11 of the <b>PCS Orders</b> section for more information on updating the delay En route section).</p>  <p>The screenshot shows the PCS Orders interface. The first travel order (Seq Nbr 1) is a 'Depart' type. Its 'Actual Date' is 03/19/2024, which is highlighted with a red box. A red arrow points from this date to the 'Begin Date' field in the 'Delay En route' table below. The 'Route for Approval' button is also highlighted with a red box. The second travel order (Seq Nbr 99) is a 'Report' type. The 'Delay En route' table has three rows:</p> <table border="1" data-bbox="343 1422 1353 1579"> <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	+	-																							

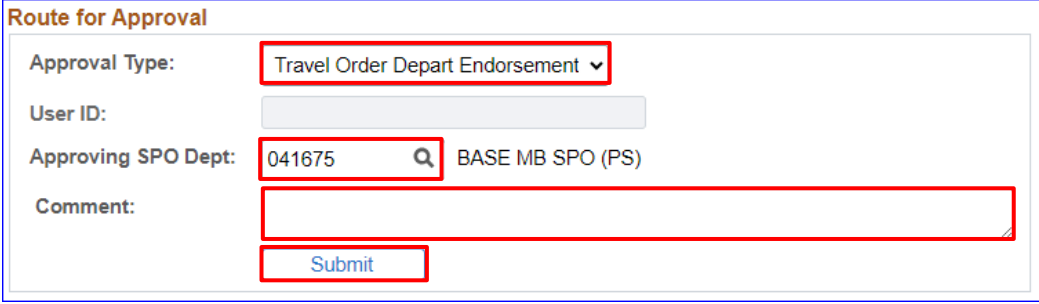
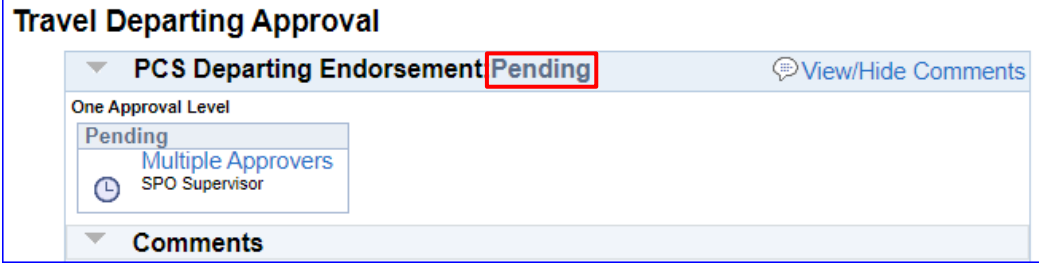
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## Departing Endorsement, Continued

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Procedures,  
continued


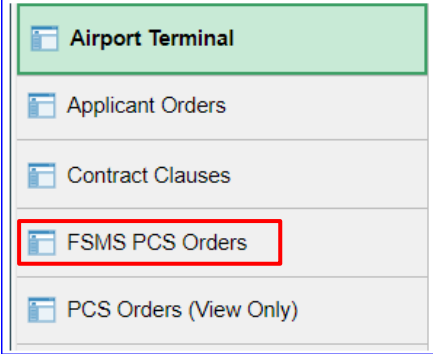
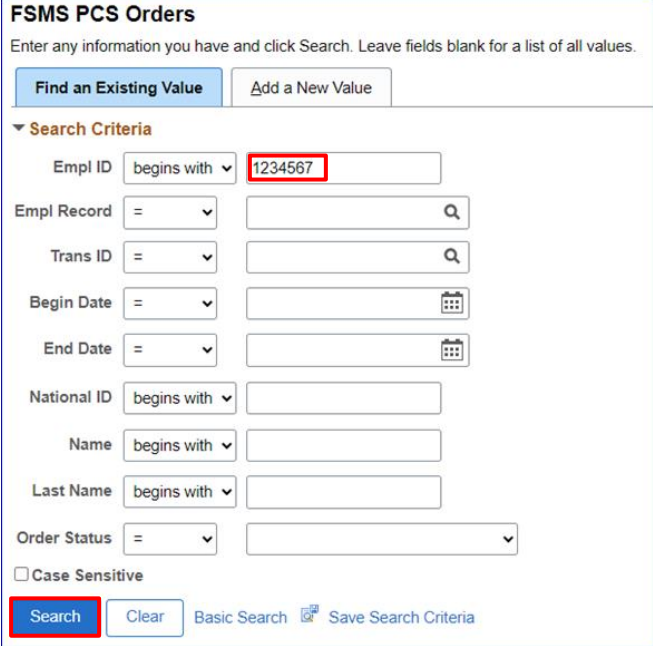
Step	Action
7	<p>The Approval tab will display.</p> <ul style="list-style-type: none"> <li>• The <b>Approval Type</b> should indicate Travel Order depart Endorsement.</li> <li>• Verify the <b>Dept of Approving SPO ID</b>.</li> <li>• <b>Comments</b> are optional. Enter any necessary comments.</li> <li>•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

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# Reporting Endorsement

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

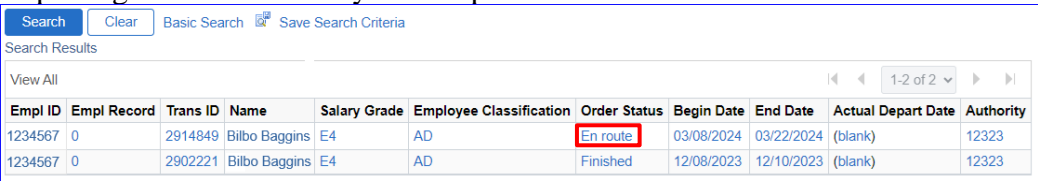
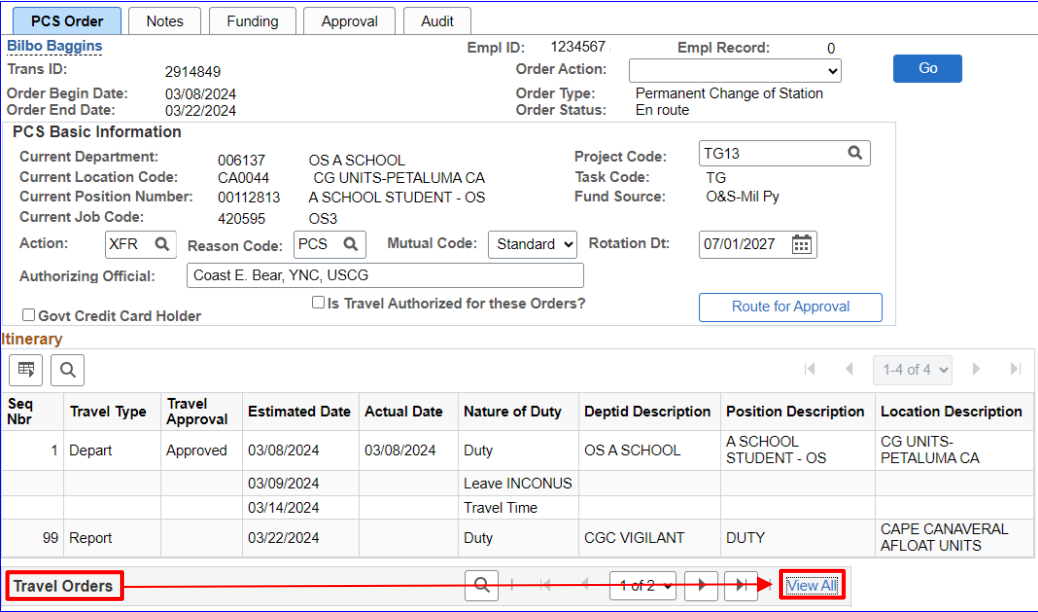
**Procedures** See below.

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

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# Reporting Endorsement, Continued

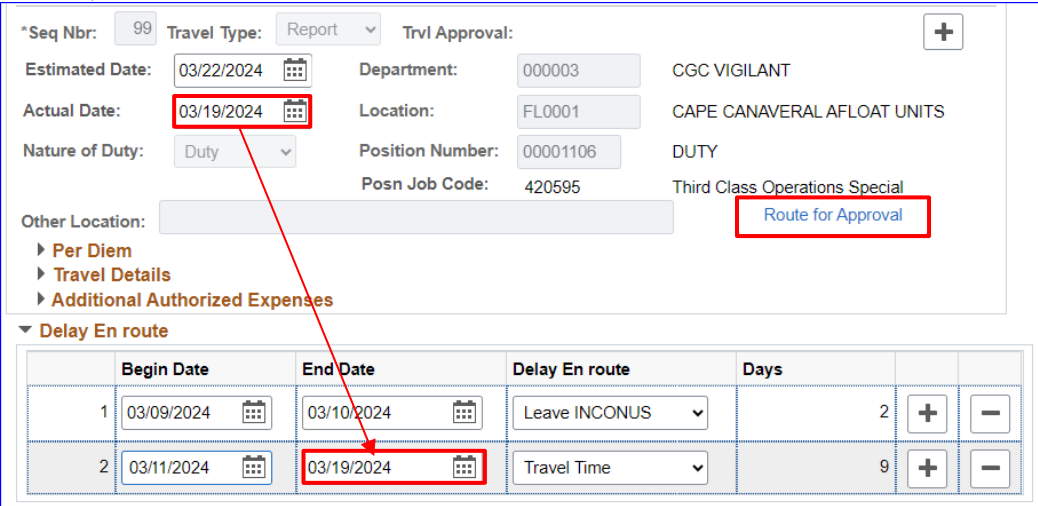
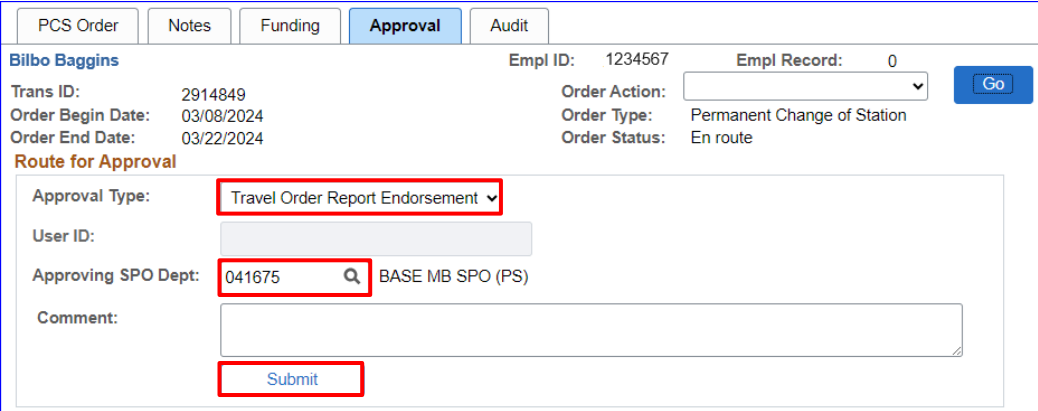
Procedures,  
continued

Step	Action
4	<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 <b>Order Status</b> (see NOTE).</p> <p><b>NOTE:</b> The <b>Order Status</b> may reflect Awaiting \$ instead of Ready, the Reporting Endorsement may still be processed.</p> 
5	<p>The PCS Order will display. Scroll down to the <b>Travel Details</b> section and click <b>View All</b>.</p> 

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## Reporting Endorsement, Continued

Procedures,  
continued

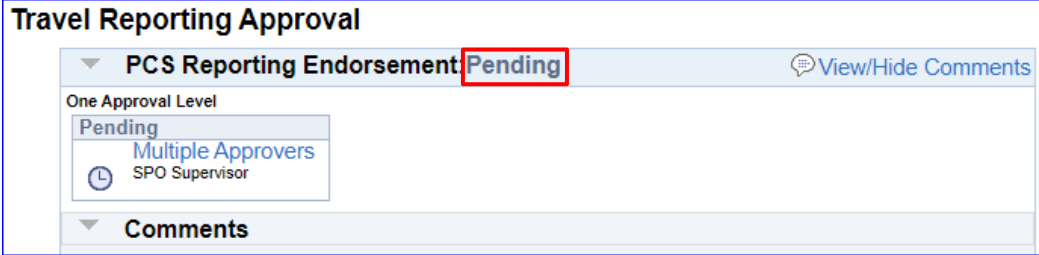
Step	Action
<p><b>6</b></p>	<ul style="list-style-type: none"> <li>• In the Seq Nbr 99 (Report) row, enter the <b>Actual Date</b> of Report (must match the final End date shown in the Delay En route section). The Actual Date CANNOT be future dated.</li> <li>• Click <b>Route for Approval</b> in the Seq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

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## Reporting Endorsement, Continued

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Procedures,  
continued

Step	Action
<p><b>8</b></p>	<p>The PCS Departing endorsement will be placed in a <b>Pending</b> status and is awaiting SPO Approval.</p>  <p><b>Travel Reporting Approval</b></p> <p>PCS Reporting Endorsement <b>Pending</b> <a href="#">View/Hide Comments</a></p> <p>One Approval Level</p> <p>Pending</p> <p>Multiple Approvers</p> <p>SPO Supervisor</p> <p>Comments</p>
<p><b>9</b></p>	<p>Upon Approval of the PCS Reporting Endorsement, it is <b>IMPORTANT</b> to:</p> <ul style="list-style-type: none"> <li>• 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, se the <b>Understanding Job Data</b> user guide.</li> <li>• Review the member’s Pay Calculation Results and Element Assignment by Payee (EABPs) to ensure the entitlements started/stopped as appropriate. See the <b>Pay Calculation Results</b> and <b>EABP</b> user guides for more information on navigating to and reviewing these.</li> </ul>

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