

# PCS Orders – Amend & Cancel

## Overview

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**Introduction** This guide provides the procedures for amending or cancelling a set of PCS Orders in Direct Access (DA).

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**Before You Begin** It is good practice to review Job Data to verify the PCS Transfer row was created with the Reporting Endorsement prior to Amending a PCS Order.

When the order is placed in “Ready” status, DA sends the relocation data to mLINQS.

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**Required Information** For orders to correctly process, the Mailing Address and Direct Deposit information must all have been entered.

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**Known Issues**

- **Job Data Error:** Location codes for units that are co-located have been consolidated into one Location Code. If the job description of the location code is blank in Seq Nbr 1, this means the member has an invalid location code in Job Data. Submit a PPC ticket to get the member’s Job data updated. Once this is done, PPC will contact the POC to have the order cancelled and reissued.

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**Cancelling a PCS Order** If the PCS Order is in an Authorized, Ready, En route, or Finished status, a P&A tech with the CGHRS role should be able to cancel the Order.

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## Overview, Continued

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### Amending a PCS Order

If the PCS Order Travel SEQ is not approved, you can make changes to that SEQ without being in Amend Mode.

- SEQ 99 Only allows the Estimated and Actual dates to be updated.
- Other SEQs allow updates on all fields.

The system allows SEQs to be added at any time, even in a Finished status.

If a PCS Order SEQ has been approved, no changes can be made to that SEQ outside of Amend Mode.

When a PCS Order is amended and approved, it should update the original Transfer row in Job Data if no newer Job Data rows are present.

**If the Report date is being amended, the Job Data Transfer row must be verified that it was update with the new date. The member's existing BAH row must also be updated along with any other Pay Entitlements with the new effective date as well.** If leave was affected by the change, verify the member's leave balance was adjusted accordingly.

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# Amending a PCS Order

**Introduction** This section provides the procedures for amending a PCS Order in DA.

**Roles** A **P&A tech with the CGHRS role** should be able to complete these procedures.

**Before You Begin** After a Travel SEQ has been approved on a PCS order, even in Amend Mode, the system will NOT allow you to change the SEQ Number, Travel Type, Estimated Date, nor Nature of Duty and the SEQ cannot be deleted (see examples below). It is important to verify those fields are correct before approving those SEQ Numbers.

## Authorized, NOT in Amend Mode

The screenshot displays the 'Travel Orders' interface. It features a search bar and navigation controls at the top. Below, two travel orders are listed. The first order, with sequence number 1, is a 'Depart' type. It includes fields for 'Estimated Date' (06/01/2024), 'Actual Date', 'Nature of Duty' (Duty), 'Department' (000157), 'Location' (CA0023), 'Position Number' (00034242), and 'Posn Job Code' (480094). The department is identified as 'CG STA CHANNEL ISLANDS' and the location as 'CG UNITS-OXNARD CA'. The position is 'LE/WEAPONS PETTY OFFICER & FAI' with a 'Second Class Maritime Enf Spec'. A 'Route for Approval' button is visible. The second order, with sequence number 99, is a 'Report' type. It includes fields for 'Estimated Date' (07/01/2024), 'Actual Date', 'Nature of Duty' (Duty), 'Department' (038590), 'Location' (CA0422), 'Position Number' (00066450), and 'Posn Job Code' (480095). The department is 'MSRT WEST WHETSTONE DIV' and the location is 'MSRT WEST'. The position is 'WHETSTONE MBR' with a 'Third Class Maritime Enf Spec'. A 'Route for Approval' button is also present. Both orders have expandable sections for 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'.

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# Amending a PCS Order, Continued

Before You Begin, continued

## En Route, SEQ 1 Approved, NOT in Amend Mode

Travel Orders			
*Seq Nbr:	1	Travel Type:	Depart
Estimated Date:	03/08/2024	Department:	006137
Actual Date:	03/08/2024	Location:	CA0044
Nature of Duty:	Duty	Position Number:	00112813
Other Location:		Posn Job Code:	415096
		OS A SCHOOL	
		CG UNITS-PETALUMA CA	
		A SCHOOL STUDENT - OS	
		Seaman	
		Route for Approval	
<ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul>			
*Seq Nbr:	99	Travel Type:	Report
Estimated Date:	03/22/2024	Department:	000003
Actual Date:		Location:	FL0001
Nature of Duty:	Duty	Position Number:	00001106
Other Location:		Posn Job Code:	420595
		CGC VIGILANT	
		CAPE CANAVERAL AFLOAT UNITS	
		DUTY	
		Third Class Operations Special	
		Route for Approval	
<ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul>			

## En Route, SEQ 1 Approved, Amend Mode

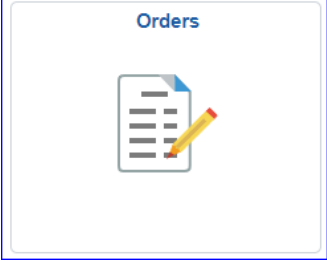
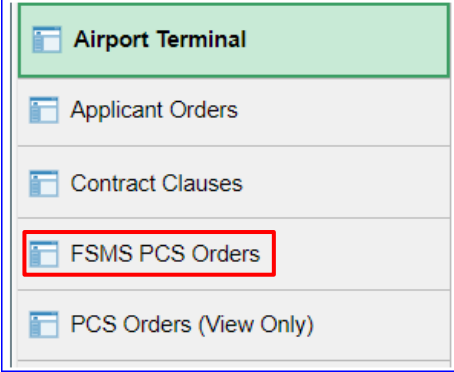
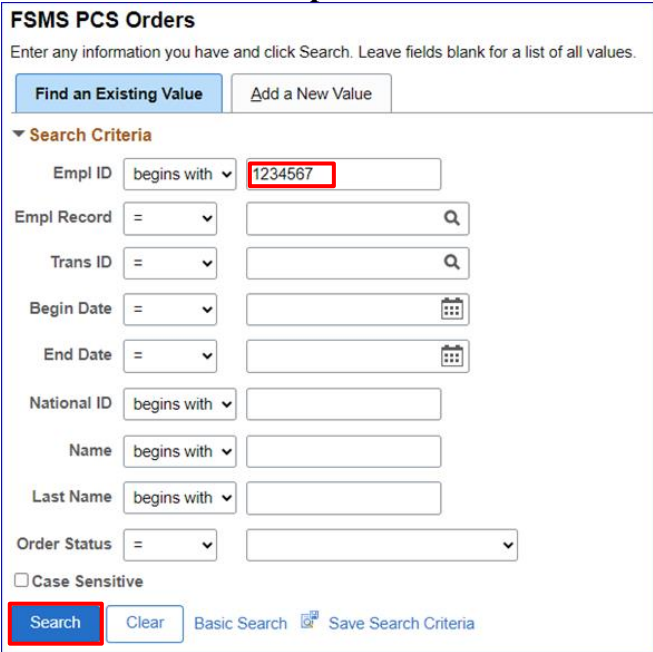
Travel Orders			
*Seq Nbr:	1	Travel Type:	Depart
Estimated Date:	02/25/2024	Department:	008846
Actual Date:	02/25/2024	Location:	WA0477
Nature of Duty:	Duty	Position Number:	1936656
Other Location:		Posn Job Code:	410094
		CG MFPU BANGOR	
		NAVAL BASE KITSAP	
		TACTICAL COXSWAIN/BCM	
		Second Class Boatswain's Mate	
		Route for Approval	
<ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul>			
*Seq Nbr:	99	Travel Type:	Report
Estimated Date:	03/10/2024	Department:	009197
Actual Date:		Location:	VA0004
Nature of Duty:	Duty	Position Number:	19363021
Other Location:		Posn Job Code:	415096
		IS A SCHOOL	
		CG TRACEN YORKTOWN	
		A SCHOOL STUDENT - IS	
		Seaman	
		Route for Approval	
<ul style="list-style-type: none"> <li>▶ Per Diem</li> <li>▶ Travel Details</li> <li>▶ Additional Authorized Expenses</li> </ul>			

NOTE: SEQ 1 nor SEQ 99 can be removed.

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## Amending a PCS Order, Continued

**Procedures** See below.

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

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# Amending a PCS Order, Continued

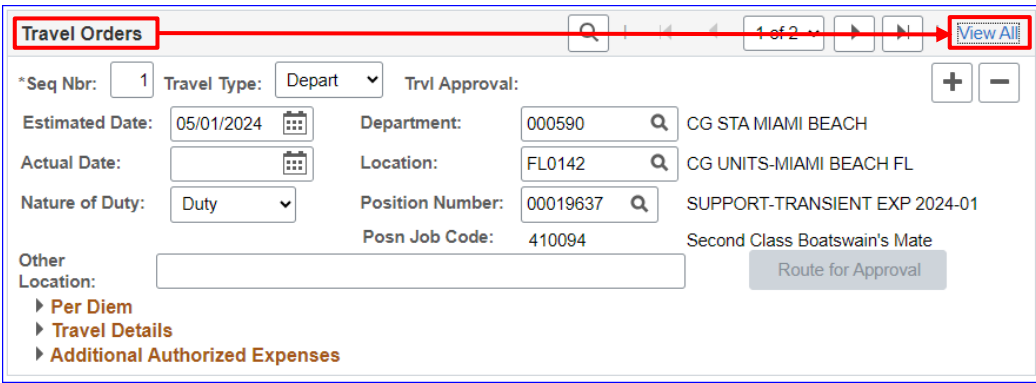
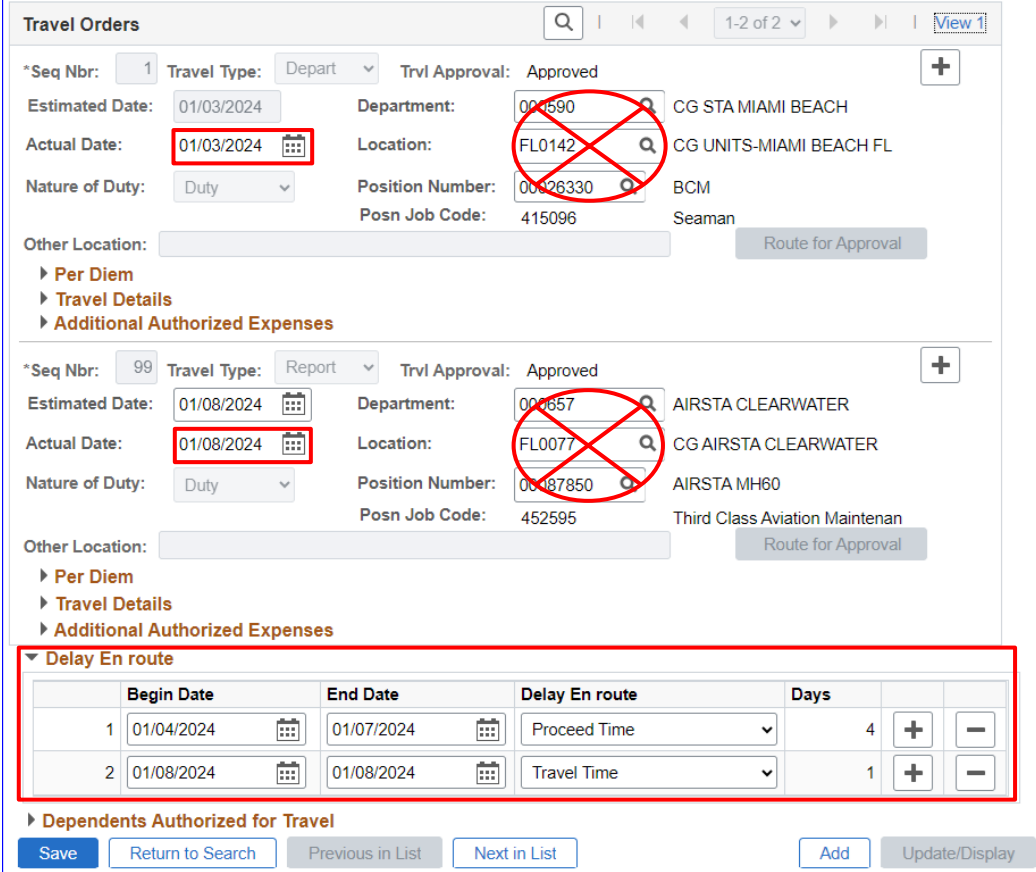
Procedures,  
continued

Step	Action																																	
4	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate <b>PCS Order</b> from the Search Results.</p> <div data-bbox="327 555 1366 730"> <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 style="border: 2px solid red;"> <td>1234567</td> <td>0</td> <td>2902739</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Authorized</td> <td>01/03/2024</td> <td>01/08/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748631</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Finished</td> <td>10/15/2021</td> <td>10/21/2021</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	2902739	Max Maladze	E3	AD	Authorized	01/03/2024	01/08/2024	(blank)	12323	1234567	0	2748631	Max Maladze	E3	AD	Finished	10/15/2021	10/21/2021	(blank)	12323
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5	<p>The PCS Order will display. Using the <b>Order Action</b> drop-down, select Amend Order. Click <b>Go</b>.</p> <div data-bbox="327 819 1366 1234"> <p>PCS Order   Notes   Funding   Approval   Audit</p> <p><b>Max Maladze</b> Empl ID: 1234567 Empl Record: 0 <span style="float: right;"><b>Go</b></span></p> <p>Trans ID: 2902739 Order Action: <span style="border: 2px solid red; padding: 2px;">Amend Order</span></p> <p>Order Begin Date: 01/03/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 01/08/2024 Order Status: Finished</p> <p><b>PCS Basic Information</b></p> <p>Current Department: 000590 CG STA MIAMI BEACH Project Code: TG11</p> <p>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: TG</p> <p>Current Position Number: 00026330 BCM Fund Source: O&amp;S-Mil Py</p> <p>Current Job Code: 415096 SN</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2028</p> <p>Authorizing Official: _____</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? <span style="float: right;">Route for Approval</span></p> </div>																																	
6	<p>The Order will now be in <b>Amend Mode</b>.</p> <div data-bbox="327 1290 1366 1702"> <p>PCS Order   Notes   Funding   Approval   Audit</p> <p><b>Max Maladze</b> Empl ID: 1234567 Empl Record: 0 <span style="float: right;"><b>Go</b></span></p> <p>Trans ID: 2902739 <span style="border: 2px solid red; padding: 2px; margin-left: 10px;">Amend Mode</span> Order Action: Amend Order</p> <p>Order Begin Date: 01/03/2024 Order Type: Permanent Change of Station</p> <p>Order End Date: 01/08/2024 Order Status: Finished</p> <p><b>PCS Basic Information</b></p> <p>Current Department: 000590 CG STA MIAMI BEACH Project Code: TG11</p> <p>Current Location Code: FL0142 CG UNITS-MIAMI BEACH FL Task Code: TG</p> <p>Current Position Number: 00026330 BCM Fund Source: O&amp;S-Mil Py</p> <p>Current Job Code: 415096 SN</p> <p>Action: XFR Reason Code: PCS Mutual Code: Standard Rotation Dt: 07/01/2028</p> <p>Authorizing Official: _____</p> <p><input checked="" type="checkbox"/> Govt Credit Card Holder <input type="checkbox"/> Is Travel Authorized for these Orders? <span style="float: right;">Route for Approval</span></p> </div>																																	

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## Amending a PCS Order, Continued

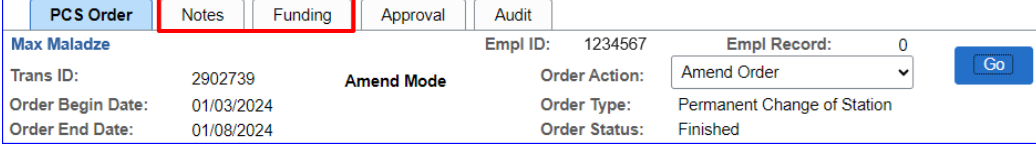
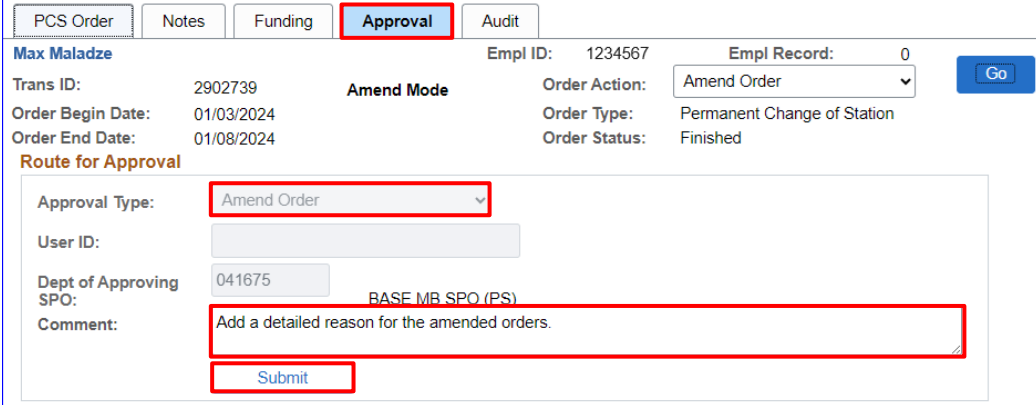
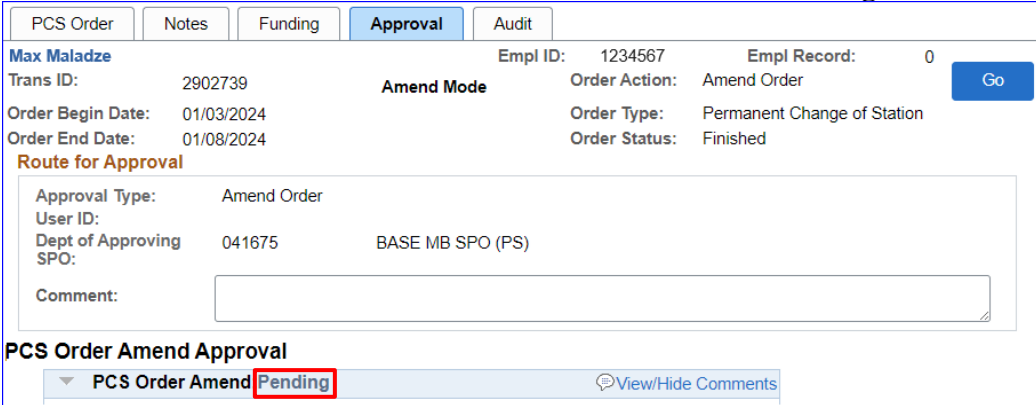
Procedures,  
continued

Step	Action																					
7	<p>Scroll down to the <b>Travel Orders</b> section and click <b>View All</b>.</p>  <p>The screenshot shows the 'Travel Orders' section with a search bar and navigation controls. A red box highlights the 'View All' button. Below the search bar, there are filters for 'Seq Nbr' (1), 'Travel Type' (Depart), and 'Trvl Approval'. The main details include: Estimated Date: 05/01/2024, Department: 000590 (CG STA MIAMI BEACH), Actual Date: (empty), Location: FL0142 (CG UNITS-MIAMI BEACH FL), Nature of Duty: Duty, Position Number: 00019637 (SUPPORT-TRANSIENT EXP 2024-01), and Posn Job Code: 410094 (Second Class Boatswain's Mate). There is a 'Route for Approval' button and expandable sections for 'Per Diem', 'Travel Details', and 'Additional Authorized Expenses'.</p>																					
8	<p>Both the <b>Actual Depart</b> and <b>Actual Report Dates</b> may be edited (see Note). <b>Remember to update the Delay En route section to accommodate any changes made to the Actual Depart and Report dates.</b></p> <p><b>NOTE: Do NOT change any other fields within the Travel Order section. If an error is detected within these fields, contact the Assignment Officer.</b></p>  <p>The screenshot shows two travel orders. The first order (Seq Nbr: 1) has 'Actual Date' 01/03/2024 and 'Location' FL0142 (CG UNITS-MIAMI BEACH FL). The second order (Seq Nbr: 99) has 'Actual Date' 01/08/2024 and 'Location' FL0077 (CG AIRSTA CLEARWATER). Both 'Location' fields are circled with a red X. A 'Delay En route' table is highlighted with a red box:</p> <table border="1" data-bbox="343 1709 1345 1861"> <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>01/04/2024</td> <td>01/07/2024</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>01/08/2024</td> <td>01/08/2024</td> <td>Travel Time</td> <td>1</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Add', and 'Update/Display'.</p>		Begin Date	End Date	Delay En route	Days			1	01/04/2024	01/07/2024	Proceed Time	4	+	-	2	01/08/2024	01/08/2024	Travel Time	1	+	-
	Begin Date	End Date	Delay En route	Days																		
1	01/04/2024	01/07/2024	Proceed Time	4	+	-																
2	01/08/2024	01/08/2024	Travel Time	1	+	-																

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## Amending a PCS Order, Continued

Procedures,  
continued

Step	Action
9	<p>Review/Update the <b>Notes</b> and <b>Funding</b> tabs.</p> 
10	<p>Once all changes have been made, select the <b>Approval</b> tab.</p> <p>Ensure the <b>Approval Type</b> indicates Amend Order. In the <b>Comment</b> field, enter the reason for the amended Order, then click <b>Submit</b> to route the amended Order for approval.</p> 
11	<p>Once submitted, the PCS Order Amend status will indicate <b>Pending</b>.</p> 


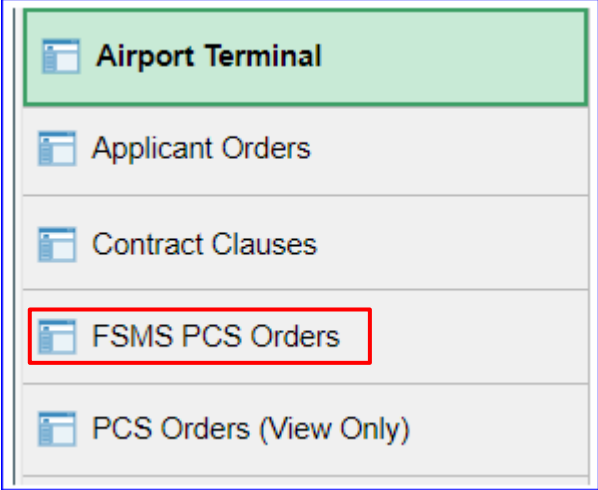


# Cancelling a PCS Order

**Introduction** This section provides the procedures for cancelling a PCS Order in DA.

**Information** **Verify there are not pending approvals prior to starting this process.**  
 If there are pending approvals, they will need to be completed before continuing. Have the approver **Approve** or **Deny** the approval request or have the submitter **Withdraw** the request.

**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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## Cancelling a PCS Order, Continued

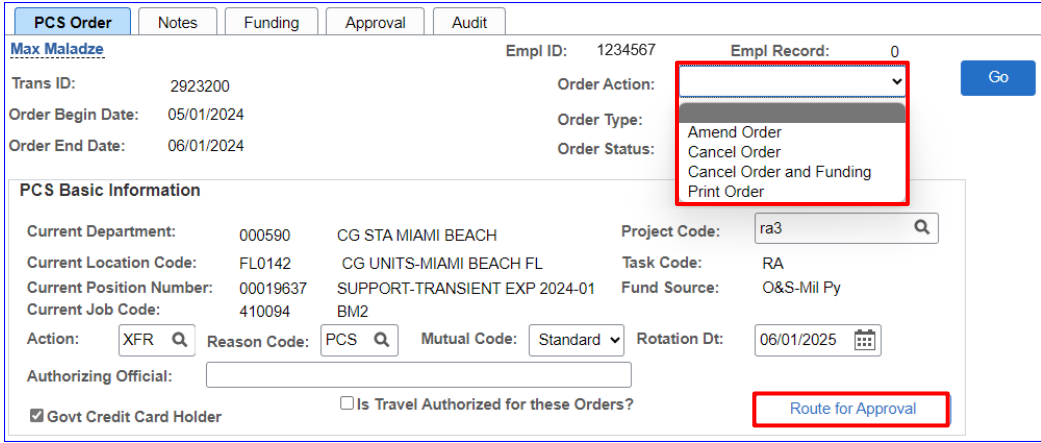
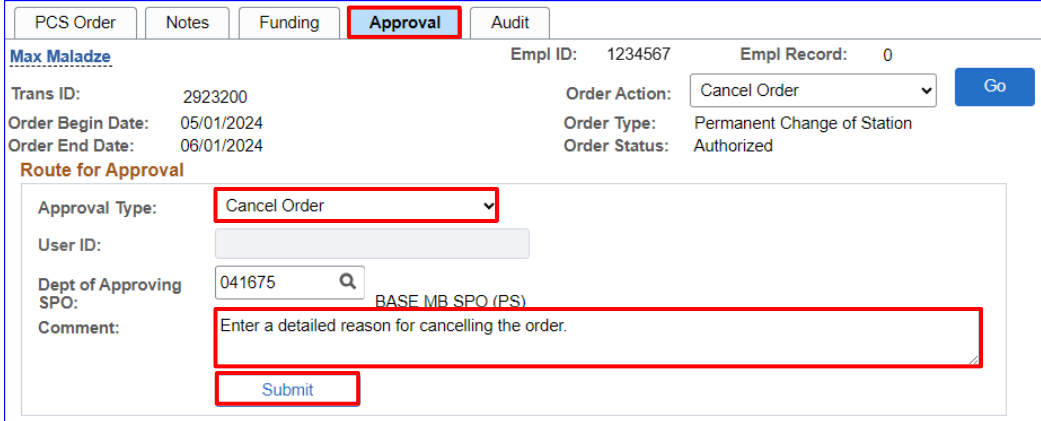
Procedures,  
continued

Step	Action																																	
3	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="327 517 1366 1547" 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>																																	
4	<p>If the member has a single PCS Order, the Order will automatically open.</p> <p>If the member has multiple PCS Orders, select the appropriate <b>PCS Order</b> from the Search Results.</p> <div data-bbox="327 1733 1366 1906" 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>2902739</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Authorized</td> <td>01/03/2024</td> <td>01/08/2024</td> <td>(blank)</td> <td>12323</td> </tr> <tr> <td>1234567</td> <td>0</td> <td>2748631</td> <td>Max Maladze</td> <td>E3</td> <td>AD</td> <td>Finished</td> <td>10/15/2021</td> <td>10/21/2021</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	2902739	Max Maladze	E3	AD	Authorized	01/03/2024	01/08/2024	(blank)	12323	1234567	0	2748631	Max Maladze	E3	AD	Finished	10/15/2021	10/21/2021	(blank)	12323
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## Cancelling a PCS Order, Continued

Procedures,  
continued

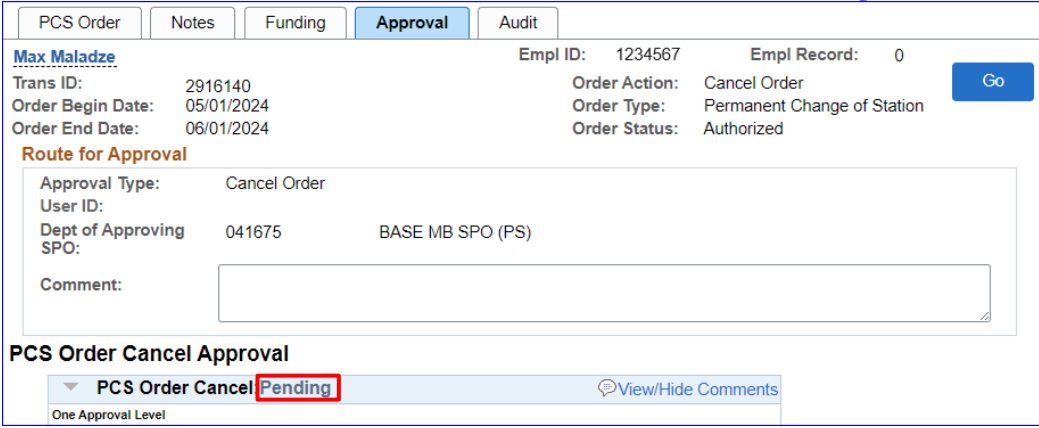
Step	Action
<p><b>5</b></p>	<p>The PCS Order will display. Using the <b>Order Action</b> drop-down, select <b>Cancel Order</b>. Click <b>Route for Approval</b>.</p>  <p>The screenshot shows the 'PCS Order' form for Max Maladze. The 'Order Action' dropdown menu is open, showing options: Amend Order, Cancel Order, Cancel Order and Funding, and Print Order. The 'Route for Approval' button is highlighted in red.</p>
<p><b>6</b></p>	<p>The <b>Approval</b> tab will automatically display. Ensure the <b>Approval Type</b> indicates <b>Cancel Order</b>. In the <b>Comment</b> field, enter the reason for the cancellation and click <b>Submit</b> to route the cancelled Order for approval.</p>  <p>The screenshot shows the 'Approval' tab of the PCS Order form. The 'Approval Type' dropdown is set to 'Cancel Order'. The 'Comment' field contains the text 'Enter a detailed reason for cancelling the order.' and the 'Submit' button is highlighted in red.</p>

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## Cancelling a PCS Order, Continued

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Procedures,  
continued

Step	Action
7	<p>Once submitted, the PCS Order Cancel status will indicate <b>Pending</b>.</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 'Max Maladze' is logged in. The order details include: Trans ID: 2916140, Order Begin Date: 05/01/2024, Order End Date: 06/01/2024, Order Action: Cancel Order, Order Type: Permanent Change of Station, and Order Status: Authorized. There is a 'Route for Approval' section with fields for Approval Type (Cancel Order), User ID, Dept of Approving (041675), and SPO (BASE MB SPO (PS)). A comment field is also present. At the bottom, a dropdown menu shows 'PCS Order Cancel' with 'Pending' highlighted in a red box. A 'View/Hide Comments' link is also visible.</p>
8	Submit a help ticket to PPC to fix any Job Data or pay and allowance issues.

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