

# PCS Orders

## Overview

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### Introduction

This guide provides the procedures for completing the following types of Orders for Enlisted, Officer and Reserve members:

- Permanent Change of Station (PCS)
- Extensions (EXT)
- Fleet ups (FLT)
- Humanitarian Assignment (HUMS)
- Interoffice transfers

The same procedures should be followed for completing orders for NOAA and PHS members.

**Note: Only Assignment Officers should create PCS Orders.**

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### References

The following references provide additional information on PCS entitlements and regulations:

~Joint Federal Travel Regulations, Volume 1

~Military Assignments & Authorized Absences, COMDTINST M1000.8A

~Personnel and Pay Procedures Manual, PSCINST M1000.2 (series) Ch 2

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### Airport Terminal

Travel Orders issued by the Assignment Officer 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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### TONO Accounting Data

The Travel Order Number (TONO) and Accounting Data are auto generated when the Assignment Officer issues the order.

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### Assignment Officer 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 TONO. If the orders are in an En Route or Finished status, the Servicing Personnel Office must cancel the order.

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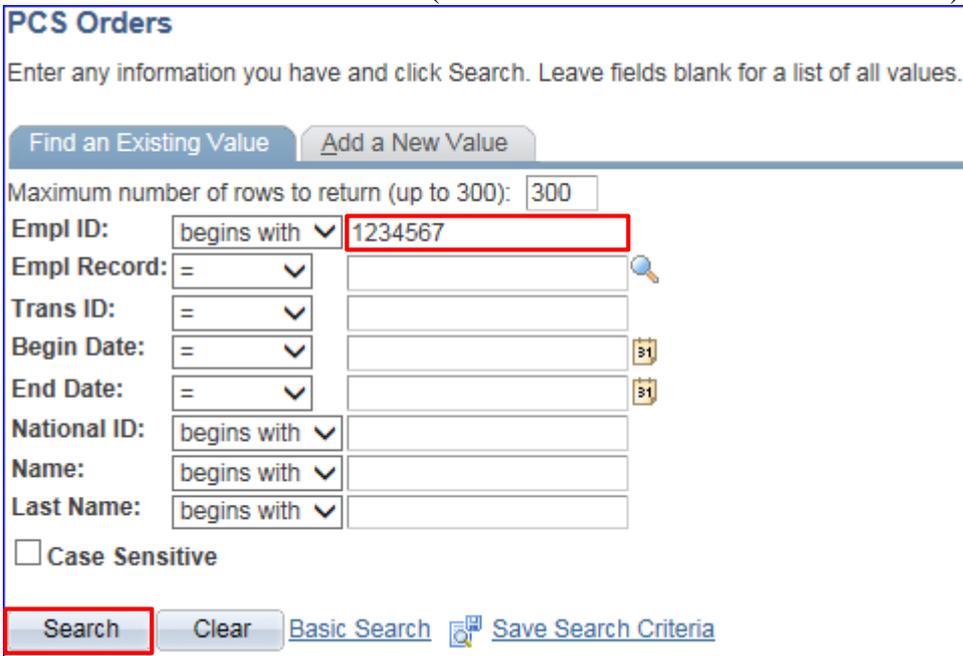
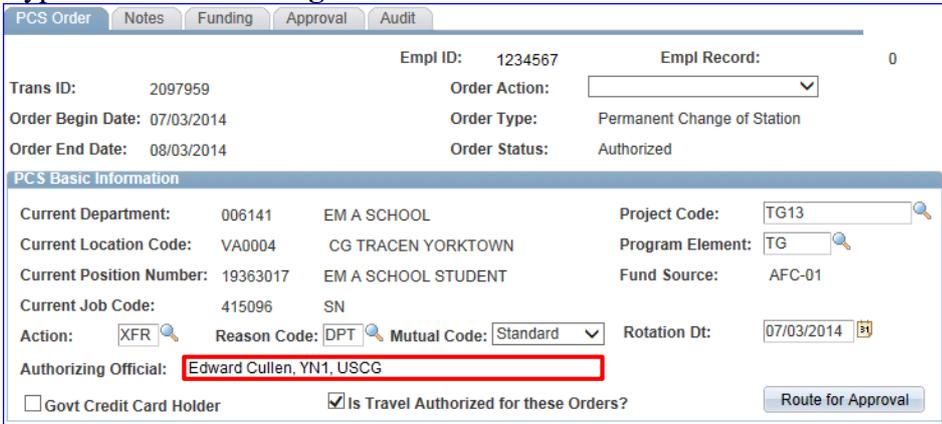
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# PCS Orders

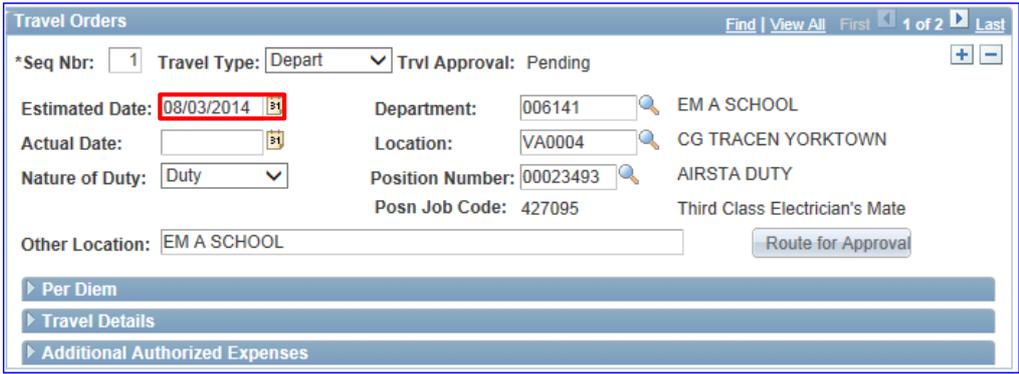
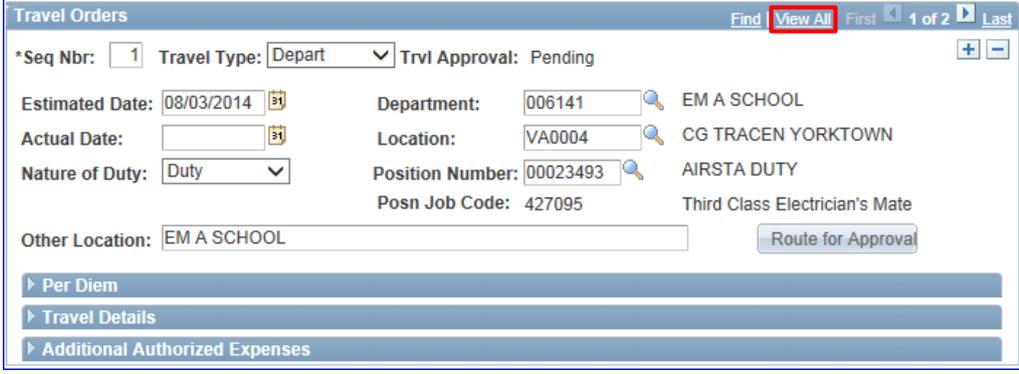
**Procedures** This section provides the procedures on how to complete a PCS Order in Direct Access.

Step	Action
1	<p>Click on the <b>PCS Orders</b> link in the Orders Pagelet.</p> 
2	<p>Enter the member's <b>Empl ID</b>. Then click <b>Search</b>. Click on the appropriate orders from the <b>Search Results</b>. (Do <b>NOT</b> use the Add a New Value tab.)</p> 
3	<p>Type in the <b>Authorizing Official's</b> name.</p> 

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# PCS Orders, Continued

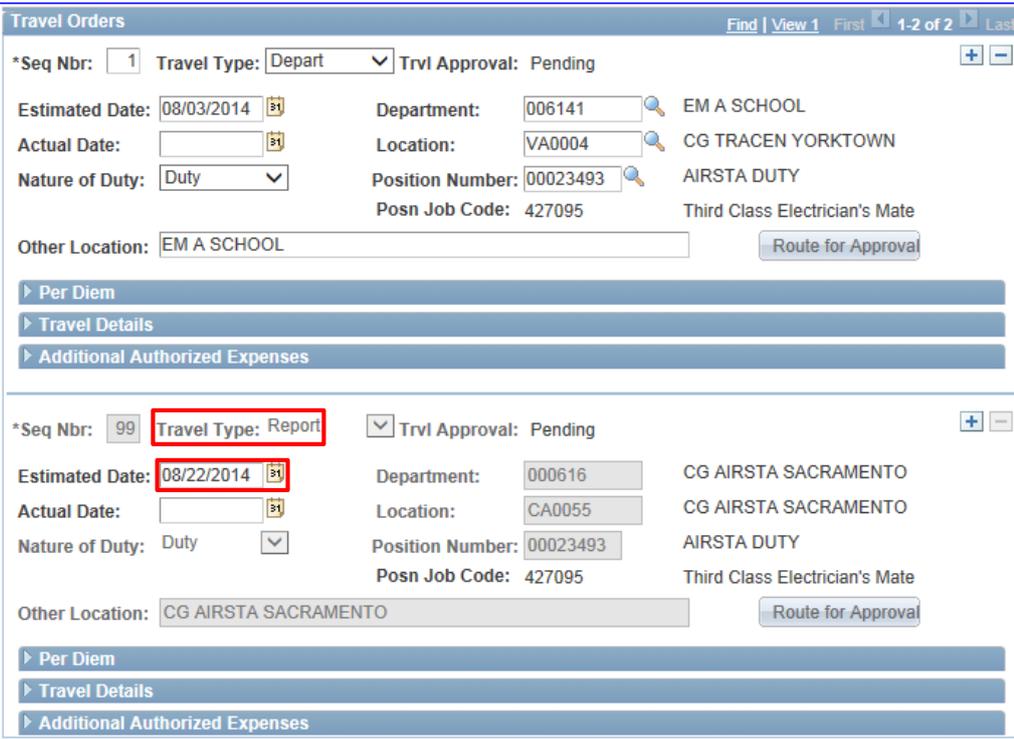
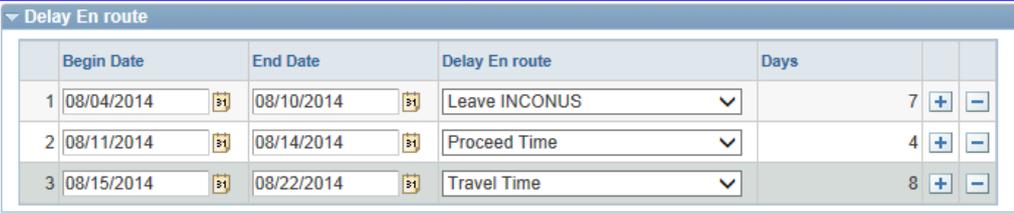
Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>In the Travel Orders section, enter the member's expected depart date in the <b>Estimated Date</b> field.</p>  <p><b>Note:</b> Leave the Actual Date field blank. This date is entered when the Departing endorsement is routed.</p>
<p><b>5</b></p>	<p>Then select the <b>View All</b> link (this will open both the Depart and Report travel rows).</p> 

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# PCS Orders, Continued

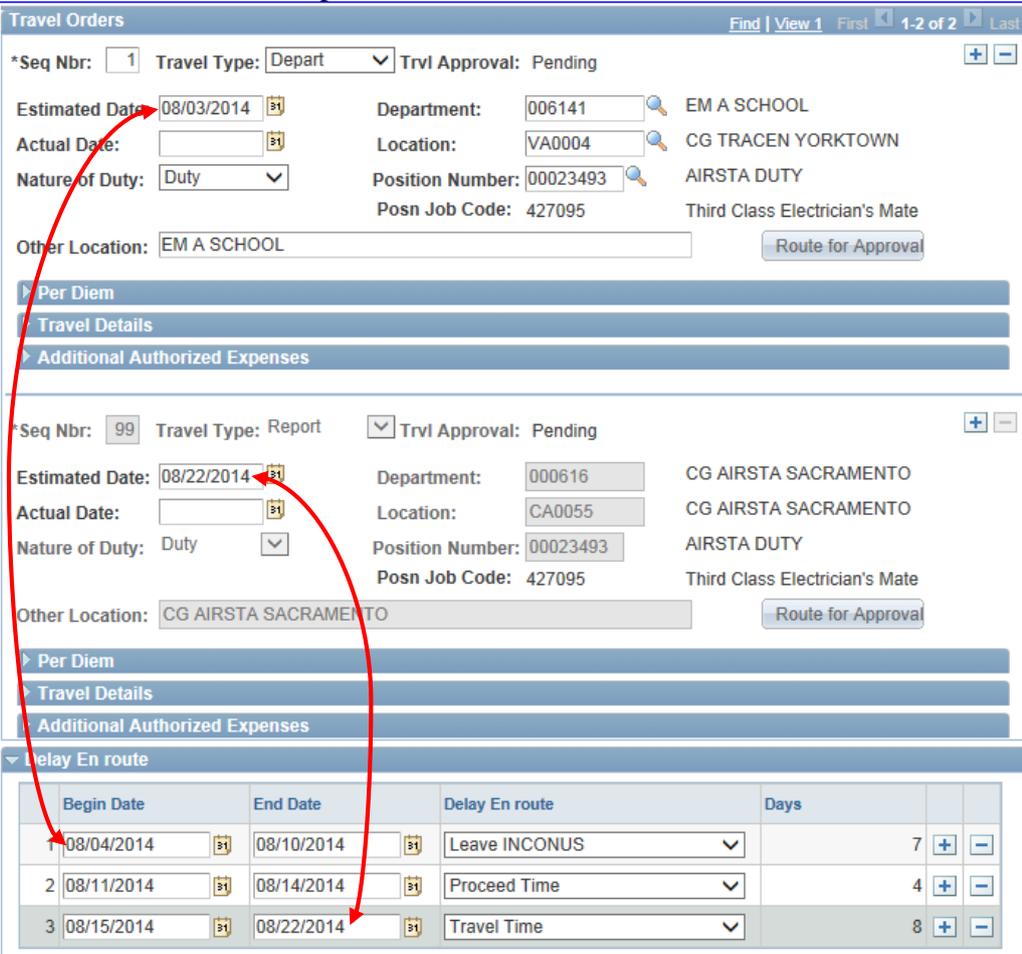
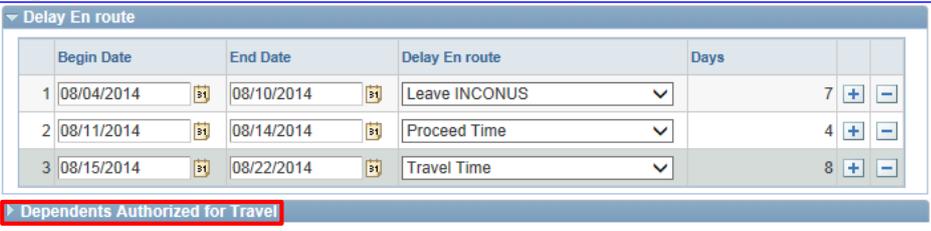
Procedures,  
continued

Step	Action																				
<p><b>6</b></p>	<p>In the <b>Report</b> travel row, enter the member's expected report date in the <b>Estimated Date</b> field.</p>  <p>The screenshot shows the 'Travel Orders' interface with two rows. The first row is for a 'Depart' travel type with an estimated date of 08/03/2014. The second row is for a 'Report' travel type with an estimated date of 08/22/2014. The 'Report' row is highlighted with a red box around the 'Travel Type' and 'Estimated Date' fields.</p>																				
<p><b>7</b></p>	<p>Then enter the member's travel delay in the <b>Delay En route</b> section.</p>  <p>The screenshot shows the 'Delay En route' section with a table containing three rows of delay information:</p> <table border="1" data-bbox="368 1420 1366 1581"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/04/2014</td> <td>08/10/2014</td> <td>Leave INCONUS</td> <td>7</td> </tr> <tr> <td>2</td> <td>08/11/2014</td> <td>08/14/2014</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>3</td> <td>08/15/2014</td> <td>08/22/2014</td> <td>Travel Time</td> <td>8</td> </tr> </tbody> </table> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>*These dates cannot overlap with existing Absence Requests.</li> <li>*If the member has planned TDY en route, use the <b>Formal Training</b> option to account for that delay. If the member has multiple leave periods, combine the leave into one row and place it before the Formal Training. Then break down the Delay En route in the Order Notes.</li> <li>*For Orders involving <b>leave only</b>, use the Actual Day of Report option to avoid a system error.</li> </ul>		Begin Date	End Date	Delay En route	Days	1	08/04/2014	08/10/2014	Leave INCONUS	7	2	08/11/2014	08/14/2014	Proceed Time	4	3	08/15/2014	08/22/2014	Travel Time	8
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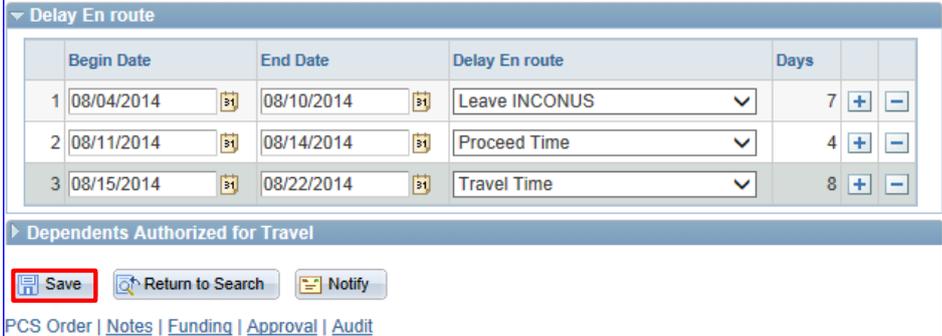
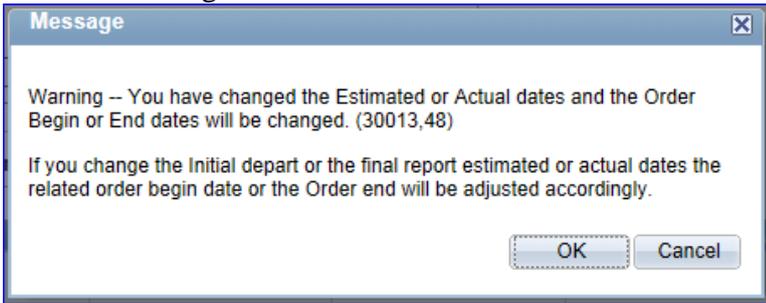
Procedures,  
continued

Step	Action																				
8	<p>When entering the Delay En route, the first Begin Date needs to start the day <b>after</b> the Estimated Date to Depart. The last End Date needs to be the <b>same</b> as the Estimated Date to Report.</p>  <p><b>Travel Orders</b></p> <p>*Seq Nbr: 1 Travel Type: Depart Trvl Approval: Pending</p> <p>Estimated Date: 08/03/2014 Department: 006141 EM A SCHOOL      Actual Date: Actual Date: Location: VA0004 CG TRACEN YORKTOWN      Nature of Duty: Duty Position Number: 00023493 AIRSTA DUTY      Posn Job Code: 427095 Third Class Electrician's Mate      Other Location: EM A SCHOOL <a href="#">Route for Approval</a></p> <p>Per Diem      Travel Details      Additional Authorized Expenses</p> <p>*Seq Nbr: 99 Travel Type: Report Trvl Approval: Pending</p> <p>Estimated Date: 08/22/2014 Department: 000616 CG AIRSTA SACRAMENTO      Actual Date: Actual Date: Location: CA0055 CG AIRSTA SACRAMENTO      Nature of Duty: Duty Position Number: 00023493 AIRSTA DUTY      Posn Job Code: 427095 Third Class Electrician's Mate      Other Location: CG AIRSTA SACRAMENTO <a href="#">Route for Approval</a></p> <p>Per Diem      Travel Details      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> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/04/2014</td> <td>08/10/2014</td> <td>Leave INCONUS</td> <td>7</td> </tr> <tr> <td>2</td> <td>08/11/2014</td> <td>08/14/2014</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>3</td> <td>08/15/2014</td> <td>08/22/2014</td> <td>Travel Time</td> <td>8</td> </tr> </tbody> </table>		Begin Date	End Date	Delay En route	Days	1	08/04/2014	08/10/2014	Leave INCONUS	7	2	08/11/2014	08/14/2014	Proceed Time	4	3	08/15/2014	08/22/2014	Travel Time	8
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9	<p>If the member has dependents, select the arrow to open the <b>Dependents Authorized for Travel</b> section. Skip to <b>Step 11</b> if the member has <b>no dependents</b>.</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> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/04/2014</td> <td>08/10/2014</td> <td>Leave INCONUS</td> <td>7</td> </tr> <tr> <td>2</td> <td>08/11/2014</td> <td>08/14/2014</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>3</td> <td>08/15/2014</td> <td>08/22/2014</td> <td>Travel Time</td> <td>8</td> </tr> </tbody> </table> <p><a href="#">Dependents Authorized for Travel</a></p>		Begin Date	End Date	Delay En route	Days	1	08/04/2014	08/10/2014	Leave INCONUS	7	2	08/11/2014	08/14/2014	Proceed Time	4	3	08/15/2014	08/22/2014	Travel Time	8
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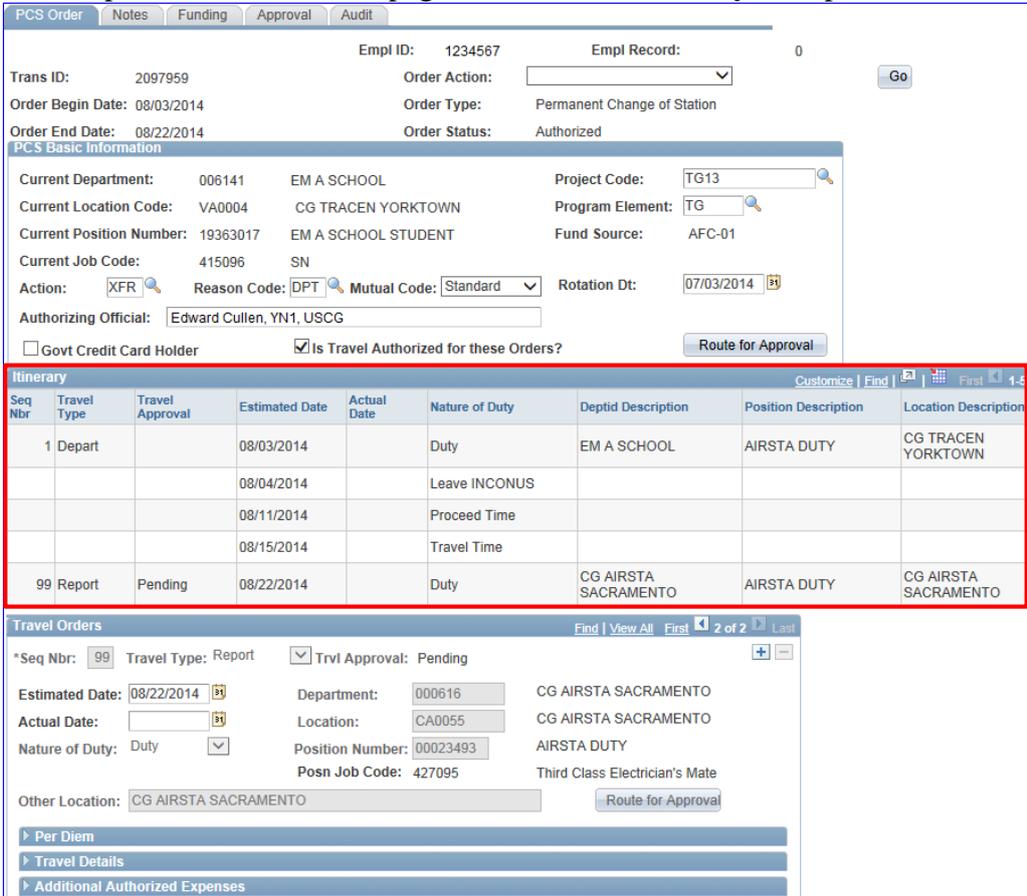
Procedures,  
continued

Step	Action																														
<p><b>10</b></p>	<p>Check the <b>Auth for Travel</b> box for each dependent that is authorized to travel. If the dependents are not listed, use the <b>look up</b> to search for each dependent and then select the Auth for Travel box for each one.</p>  <table border="1" data-bbox="363 600 1390 768"> <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>Student Status Date</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>03</td> <td>Cullen, Bella</td> <td>Spouse</td> <td>Married</td> <td>07/04/2009</td> <td>N</td> <td></td> <td>+</td> <td>-</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>04</td> <td>Cullen, Renesme</td> <td>Daughter</td> <td>Single</td> <td></td> <td>N</td> <td></td> <td>+</td> <td>-</td> </tr> </tbody> </table>	Auth for Travel	*Dep/Benef	Name	Relation	Marital Status	Marital Status Date	Student	Student Status Date			<input checked="" type="checkbox"/>	03	Cullen, Bella	Spouse	Married	07/04/2009	N		+	-	<input checked="" type="checkbox"/>	04	Cullen, Renesme	Daughter	Single		N		+	-
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<p><b>11</b></p>	<p>Click the <b>Save</b> button at the bottom of the page.</p>  <table border="1" data-bbox="363 846 1305 1055"> <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>08/04/2014</td> <td>08/10/2014</td> <td>Leave INCONUS</td> <td>7</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>08/11/2014</td> <td>08/14/2014</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>08/15/2014</td> <td>08/22/2014</td> <td>Travel Time</td> <td>8</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p data-bbox="363 1066 1305 1182"> <span>Save</span> <span>Return to Search</span> <span>Notify</span>  <a href="#">PCS Order</a>   <a href="#">Notes</a>   <a href="#">Funding</a>   <a href="#">Approval</a>   <a href="#">Audit</a> </p> <p><b>Note:</b> The below message will appear anytime the Estimated or Actual Dates have been changed. Click <b>OK</b>.</p>  <div data-bbox="363 1294 1129 1597"> <p><b>Message</b></p> <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><span>OK</span> <span>Cancel</span></p> </div>		Begin Date	End Date	Delay En route	Days			1	08/04/2014	08/10/2014	Leave INCONUS	7	+	-	2	08/11/2014	08/14/2014	Proceed Time	4	+	-	3	08/15/2014	08/22/2014	Travel Time	8	+	-		
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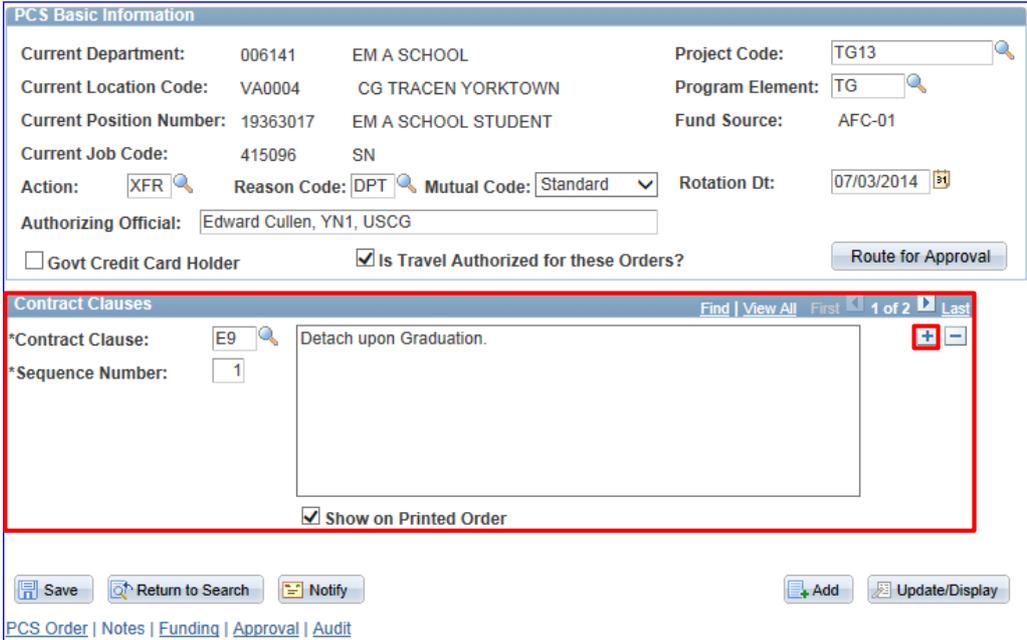
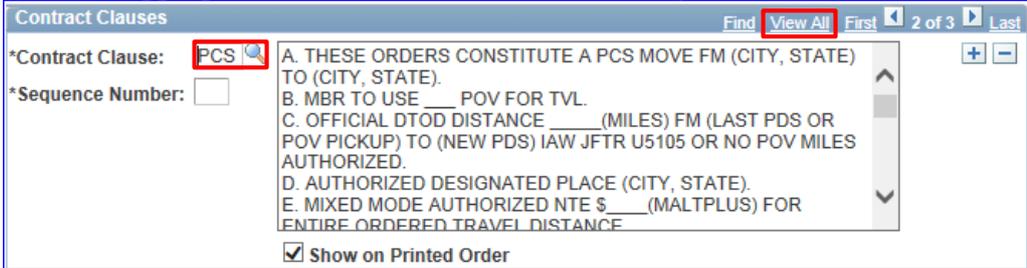
Procedures,  
continued

Step	Action																																																						
<p><b>12</b></p>	<p>Scroll up to the middle of the page to notice the <b>Itinerary</b> has updated.</p>  <p>The screenshot shows the PCS Order system interface. At the top, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. Below these, there are fields for 'Trans ID: 2097959', 'Empl ID: 1234567', 'Empl Record: 0', 'Order Begin Date: 08/03/2014', 'Order End Date: 08/22/2014', 'Order Type: Permanent Change of Station', and 'Order Status: Authorized'. The 'PCS Basic Information' section includes fields for 'Current Department: 006141 EM A SCHOOL', 'Current Location Code: VA0004 CG TRACEN YORKTOWN', 'Current Position Number: 19363017 EM A SCHOOL STUDENT', 'Current Job Code: 415096 SN', 'Action: XFR', 'Reason Code: DPT', 'Mutual Code: Standard', 'Rotation Dt: 07/03/2014', and 'Authorizing Official: Edward Cullen, YN1, USCG'. There are checkboxes for 'Govt Credit Card Holder' and 'Is Travel Authorized for these Orders?'. A 'Route for Approval' button is visible.</p> <p>The <b>Itinerary</b> table is highlighted with a red border:</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>08/03/2014</td> <td></td> <td>Duty</td> <td>EM A SCHOOL</td> <td>AIRSTA DUTY</td> <td>CG TRACEN YORKTOWN</td> </tr> <tr> <td></td> <td></td> <td></td> <td>08/04/2014</td> <td></td> <td>Leave INCONUS</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>08/11/2014</td> <td></td> <td>Proceed Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>08/15/2014</td> <td></td> <td>Travel Time</td> <td></td> <td></td> <td></td> </tr> <tr> <td>99</td> <td>Report</td> <td>Pending</td> <td>08/22/2014</td> <td></td> <td>Duty</td> <td>CG AIRSTA SACRAMENTO</td> <td>AIRSTA DUTY</td> <td>CG AIRSTA SACRAMENTO</td> </tr> </tbody> </table> <p>Below the itinerary table is the 'Travel Orders' section, showing details for 'Seq Nbr: 99', 'Travel Type: Report', 'Trvl Approval: Pending', 'Estimated Date: 08/22/2014', 'Actual Date: [blank]', 'Nature of Duty: Duty', 'Department: 000616 CG AIRSTA SACRAMENTO', 'Location: CA0055 CG AIRSTA SACRAMENTO', 'Position Number: 00023493 AIRSTA DUTY', and 'Posn Job Code: 427095 Third Class Electrician's Mate'. There is an 'Other Location' field with 'CG AIRSTA SACRAMENTO' and a 'Route for Approval' button.</p>	Seq Nbr	Travel Type	Travel Approval	Estimated Date	Actual Date	Nature of Duty	Deptid Description	Position Description	Location Description	1	Depart		08/03/2014		Duty	EM A SCHOOL	AIRSTA DUTY	CG TRACEN YORKTOWN				08/04/2014		Leave INCONUS							08/11/2014		Proceed Time							08/15/2014		Travel Time				99	Report	Pending	08/22/2014		Duty	CG AIRSTA SACRAMENTO	AIRSTA DUTY	CG AIRSTA SACRAMENTO
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<p><b>13</b></p>	<p>Now click on the <b>Notes</b> tab at the top of the page.</p>  <p>The screenshot shows the PCS Order system interface with the 'Notes' tab selected. At the top, there is a navigation bar with 'My Page', 'Self Service', and 'Requests'. Below this, there are tabs for 'PCS Order', 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Notes' tab is highlighted with a red border. Below the tabs, there are fields for 'Empl ID: 1234567', 'Empl Record:', 'Trans ID: 2097959', 'Order Action:', 'Order Begin Date: 08/03/2014', 'Order Type: Permanent Change of Station', and 'Order End Date: 08/22/2014', 'Order Status: Authorized'.</p>																																																						

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# PCS Orders, Continued

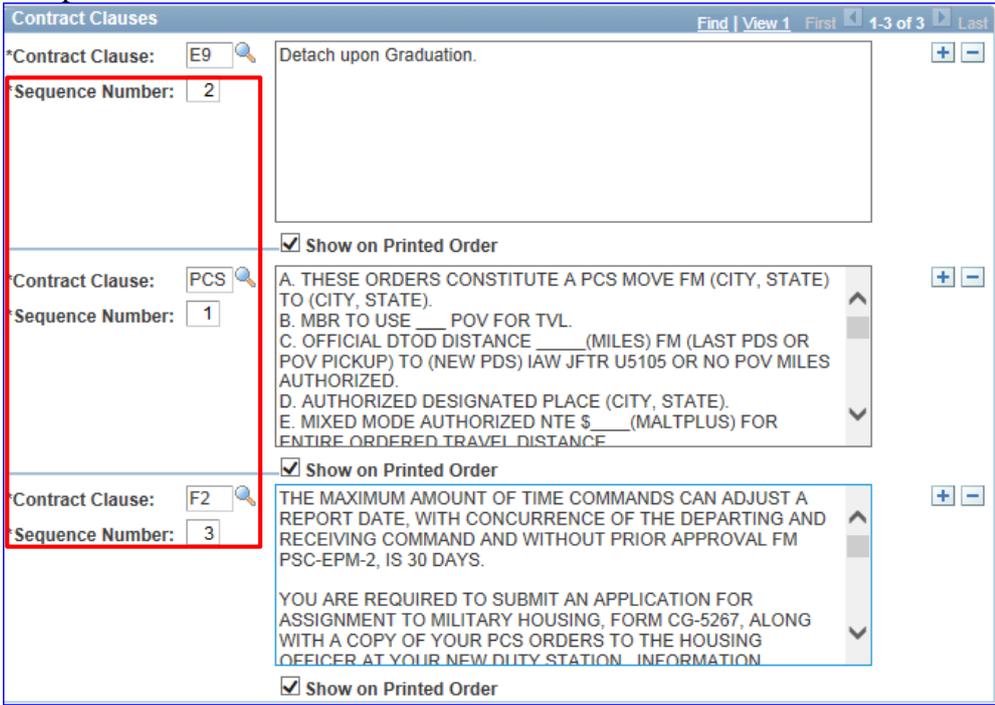
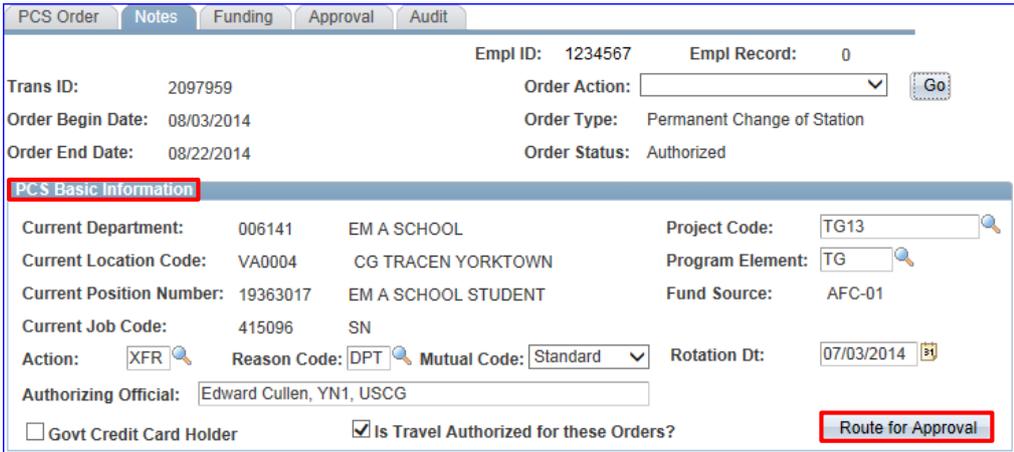
Procedures,  
continued

Step	Action
<p><b>14</b></p>	<p>Scroll down to the <b>Contract Clauses</b> section. The order notes that the Detailer entered will be there (these are not allowed to be edited). Click the <b>plus</b> button to add a new order note.</p>  <p>The screenshot shows the 'PCS Basic Information' section with fields for Current Department (006141), Current Location Code (VA0004), Current Position Number (19363017), Current Job Code (415096), Action (XFR), Reason Code (DPT), Mutual Code (Standard), Rotation Dt (07/03/2014), and Authorizing Official (Edward Cullen, YN1, USCG). Below this is the 'Contract Clauses' section, which is highlighted with a red border. It shows a single clause with *Contract Clause: E9 and *Sequence Number: 1. The clause text is 'Detach upon Graduation.' A red box highlights the plus button in the top right corner of the clause entry area. At the bottom of the Contract Clauses section, there are buttons for Save, Return to Search, Notify, Add, and Update/Display. A navigation bar at the bottom of the screenshot includes links for PCS Order, Notes, Funding, Approval, and Audit.</p>
<p><b>15</b></p>	<p>Enter the appropriate order note and edit as necessary.</p>  <p>The screenshot shows the 'Contract Clauses' section with the 'View All' link highlighted in red. The *Contract Clause field contains 'PCS' and the *Sequence Number field is empty. The clause text is: 'A. THESE ORDERS CONSTITUTE A PCS MOVE FM (CITY, STATE) TO (CITY, STATE). B. MBR TO USE ___ POV FOR TVL. C. OFFICIAL DTOD DISTANCE ___ (MILES) FM (LAST PDS OR POV PICKUP) TO (NEW PDS) IAW JFTR U5105 OR NO POV MILES AUTHORIZED. D. AUTHORIZED DESIGNATED PLACE (CITY, STATE). E. MIXED MODE AUTHORIZED NTE \$___ (MALTPLUS) FOR ENTIRE ORDERED TRAVEL DISTANCE.' A red box highlights the 'View All' link in the top right corner of the Contract Clauses section. At the bottom of the Contract Clauses section, there is a checkbox for 'Show on Printed Order' which is checked.</p> <p>When finished, select the <b>View All</b> link to view all of the order notes.</p>

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# PCS Orders, Continued

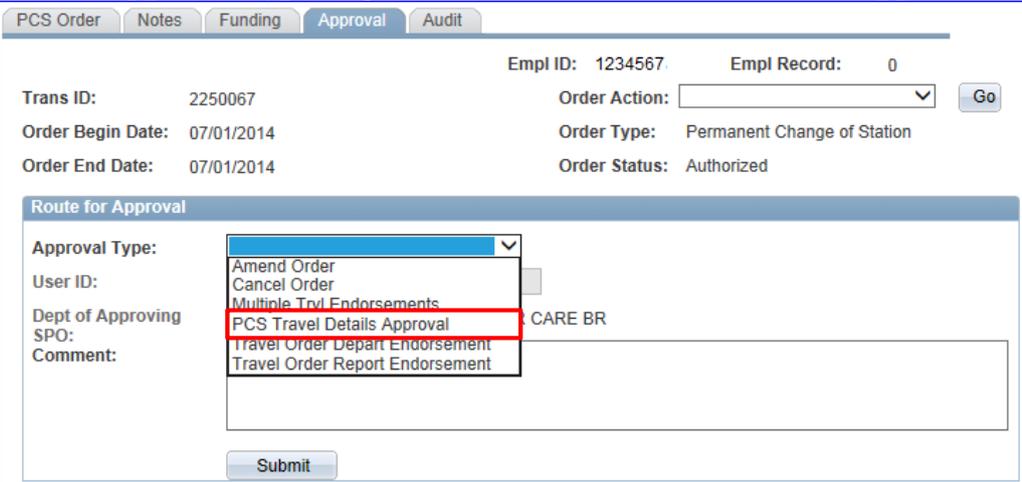
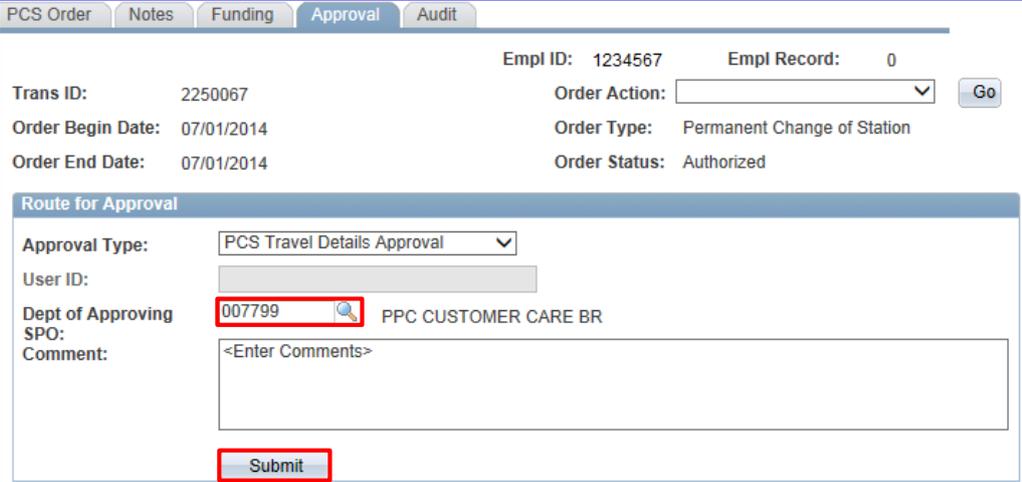
Procedures,  
continued

Step	Action
<p><b>16</b></p>	<p>Adjust the <b>Sequence Numbers</b> to reflect the order in which the order notes will print on the travel orders.</p>  <p>The screenshot shows a 'Contract Clauses' window with three entries. Each entry has a 'Contract Clause' field and a 'Sequence Number' field. The sequence numbers are 2, 1, and 3 respectively. The 'Sequence Number' fields are highlighted with a red box. The clauses are: 'Detach upon Graduation.', 'A. THESE ORDERS CONSTITUTE A PCS MOVE FM (CITY, STATE) TO (CITY, STATE)...', and 'THE MAXIMUM AMOUNT OF TIME COMMANDS CAN ADJUST A REPORT DATE...'. Each clause has a 'Show on Printed Order' checkbox checked.</p>
<p><b>17</b></p>	<p>Select the <b>Route for Approval</b> button located in the <b>PCS Basic Information</b> section.</p>  <p>The screenshot shows the 'PCS Order' form with tabs for 'Notes', 'Funding', 'Approval', and 'Audit'. The 'Approval' tab is selected. The form displays various fields including 'Trans ID', 'Order Begin Date', 'Order End Date', 'Current Department', 'Current Location Code', 'Current Position Number', 'Current Job Code', 'Action', 'Reason Code', 'Mutual Code', 'Rotation Dt', and 'Authorizing Official'. The 'Route for Approval' button is highlighted with a red box.</p> <p><b>Note:</b> If the Authorizing Official used the Push Back Button for changes to be made, the Orders will need to be resubmitted through the Approval tab.</p>

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# PCS Orders, Continued

Procedures,  
continued

Step	Action
<p><b>18</b></p>	<p>Use the <b>Approval Type</b> drop-down to select <b>PCS Travel Details Approval</b>.</p>  <p>The Deptid of the approving SPO will default in the <b>Dept of Approving SPO</b> field (if not enter it here). Now click the <b>Submit</b> button.</p> 

*Continued on next page*

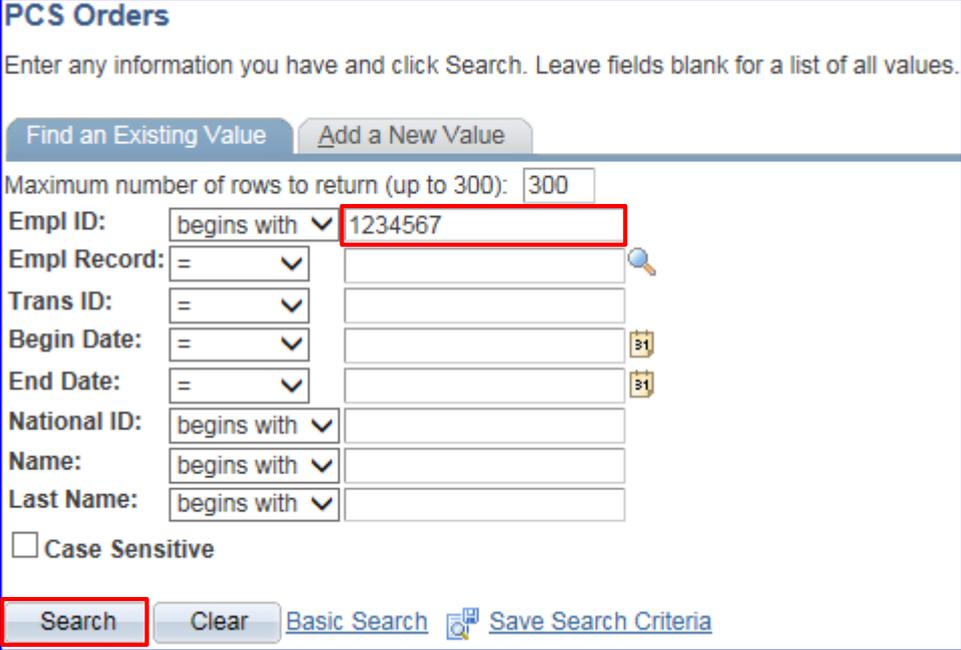
# PCS Orders, Continued

Procedures,  
continued

Step	Action
<p><b>19</b></p>	<p>Once submitted, this will appear to show it's been routed for approval.</p> <div data-bbox="373 528 1390 1144"> </div>
<p><b>20</b></p>	<p>To Print a copy of the Order, either <b>refresh the page (F5)</b> or <b>exit</b> the transaction and go back into it. When back in the transaction, use the <b>Order Action</b> drop-down to select <b>Print Order</b>. Then press <b>Go</b>.</p> <div data-bbox="367 1294 1390 1507"> </div>

# No Cost Orders

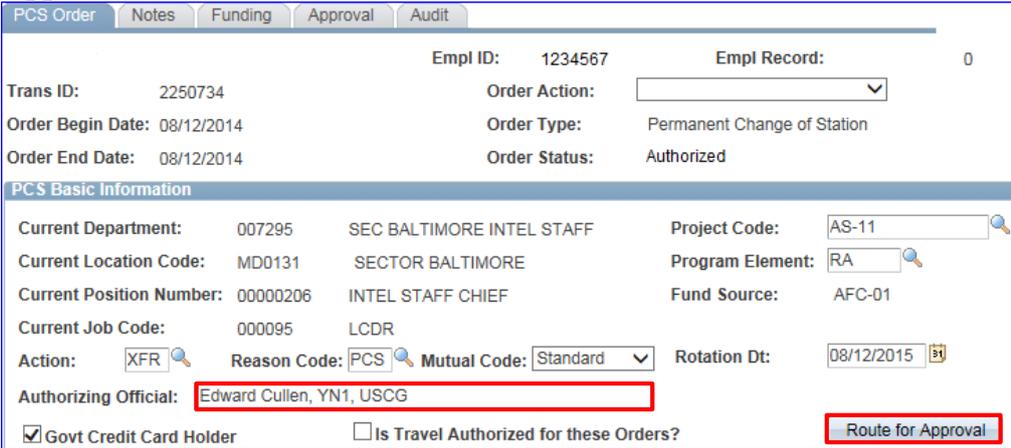
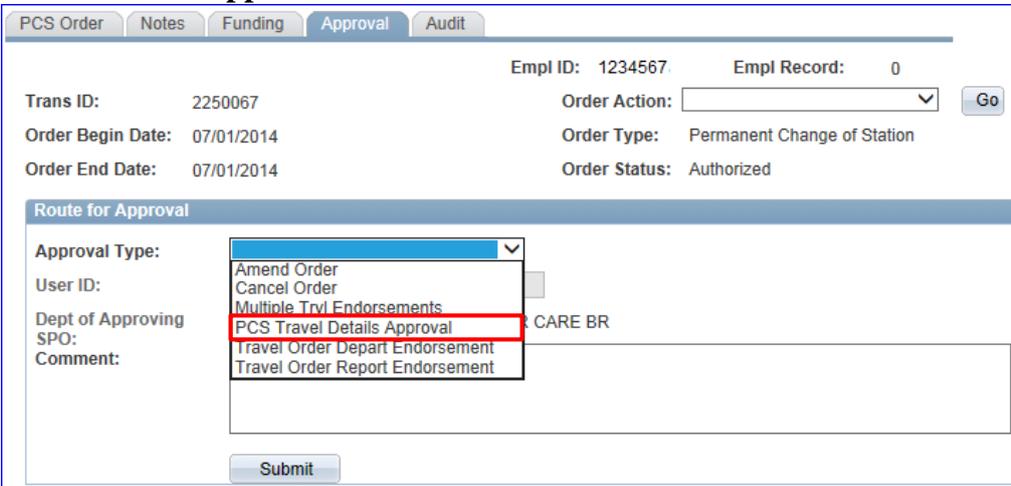
- Procedures** This section provides the procedures on how to complete a No Cost Order, including:
- Extensions
  - Fleet Ups
  - Hums
  - Interoffice Transfers
  - Reserve PCS

Step	Action
1	Click on the <b>PCS Orders</b> link in the Orders Pagelet. 
2	Enter the member's <b>Empl ID</b> . Then click <b>Search</b> . (Do <b>NOT</b> use the Add a New Value tab.) 

*Continued on next page*

# No Cost Orders, Continued

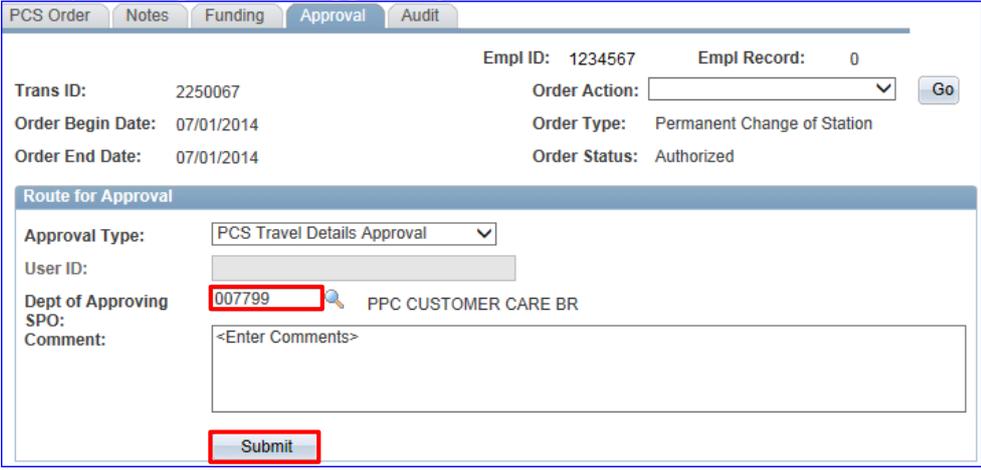
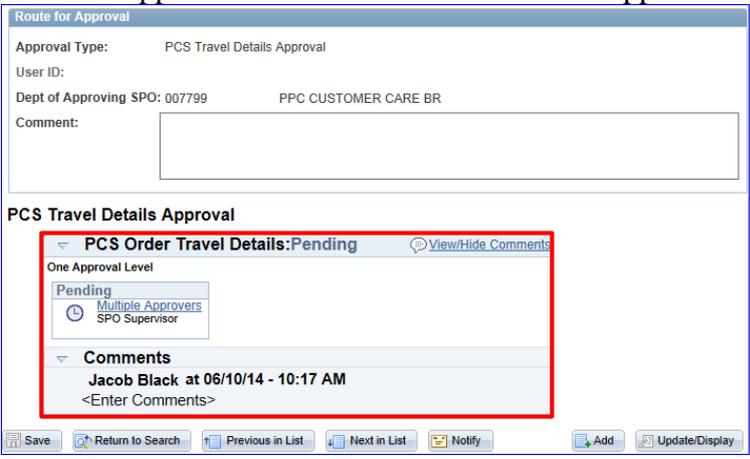
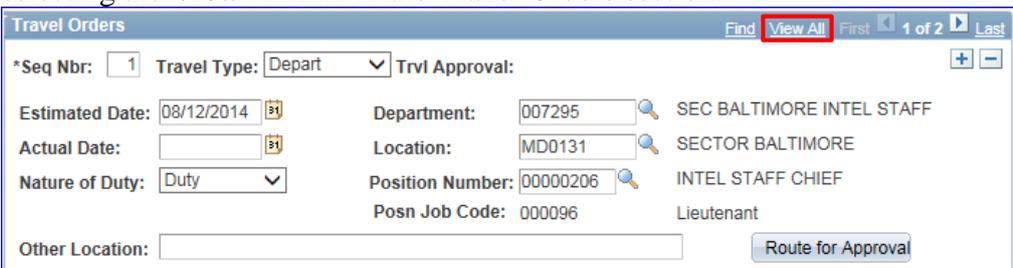
Procedures,  
continued

Step	Action
<p><b>3</b></p>	<p>Type the Authorizing Official's name in the field. Then select the <b>Route for Approval</b> button.</p>  <p>The screenshot shows the 'Approval' tab of the PCS Order system. Key fields include:         <ul style="list-style-type: none"> <li>Trans ID: 2250734</li> <li>Order Begin Date: 08/12/2014</li> <li>Order End Date: 08/12/2014</li> <li>Empl ID: 1234567</li> <li>Empl Record: 0</li> <li>Order Action: [Dropdown]</li> <li>Order Type: Permanent Change of Station</li> <li>Order Status: Authorized</li> <li>Current Department: 007295 SEC BALTIMORE INTEL STAFF</li> <li>Current Location Code: MD0131 SECTOR BALTIMORE</li> <li>Current Position Number: 00000206 INTEL STAFF CHIEF</li> <li>Current Job Code: 000095 LCDR</li> <li>Project Code: AS-11</li> <li>Program Element: RA</li> <li>Fund Source: AFC-01</li> <li>Action: XFR</li> <li>Reason Code: PCS</li> <li>Mutual Code: Standard</li> <li>Rotation Dt: 08/12/2015</li> <li>Authorizing Official: Edward Cullen, YN1, USCG (highlighted in red)</li> <li>Govt Credit Card Holder: <input checked="" type="checkbox"/></li> <li>Is Travel Authorized for these Orders?: <input type="checkbox"/></li> <li>Route for Approval button (highlighted in red)</li> </ul> </p>
<p><b>4</b></p>	<p>Now on the Approval tab, use the Approval Type drop-down to select <b>PCS Travel Details Approval</b>.</p>  <p>The screenshot shows the 'Approval' tab of the PCS Order system. Key fields include:         <ul style="list-style-type: none"> <li>Trans ID: 2250067</li> <li>Order Begin Date: 07/01/2014</li> <li>Order End Date: 07/01/2014</li> <li>Empl ID: 1234567</li> <li>Empl Record: 0</li> <li>Order Action: [Dropdown]</li> <li>Order Type: Permanent Change of Station</li> <li>Order Status: Authorized</li> <li>Approval Type: [Dropdown menu open, 'PCS Travel Details Approval' highlighted in red]</li> <li>User ID: [Field]</li> <li>Dept of Approving SPO: CARE BR</li> <li>Comment: [Text area]</li> <li>Submit button</li> </ul> </p>

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# No Cost Orders, Continued

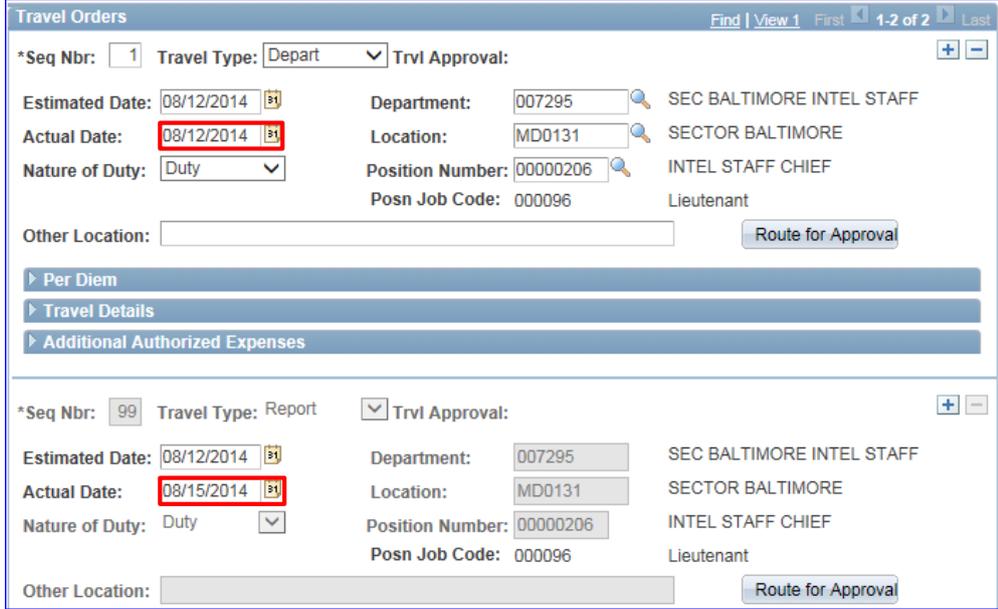
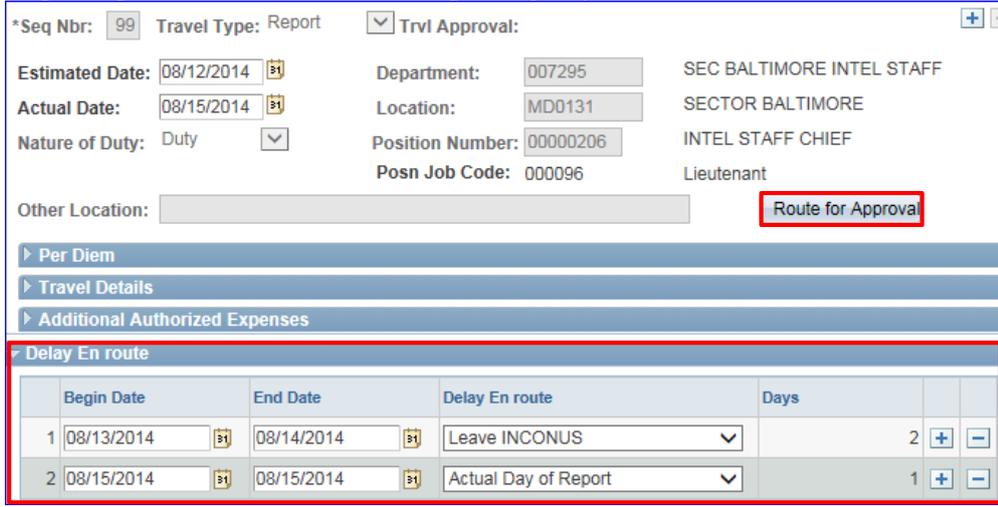
Procedures,  
continued

Step	Action
<p><b>4 (cont)</b></p>	<p>Verify the Deptid of the approving SPO. Then click <b>Submit</b>.</p>  <p>PCS Order   Notes   Funding   <b>Approval</b>   Audit</p> <p>Empl ID: 1234567    Empl Record: 0</p> <p>Trans ID: 2250067    Order Action: <input type="text"/> <input type="button" value="Go"/></p> <p>Order Begin Date: 07/01/2014    Order Type: Permanent Change of Station</p> <p>Order End Date: 07/01/2014    Order Status: Authorized</p> <p><b>Route for Approval</b></p> <p>Approval Type: PCS Travel Details Approval</p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: <b>007799</b> PPC CUSTOMER CARE BR</p> <p>Comment: <input type="text" value="&lt;Enter Comments&gt;"/></p> <p><input type="button" value="Submit"/></p>
<p><b>5</b></p>	<p>This will appear to show it has been routed for approval.</p>  <p><b>Route for Approval</b></p> <p>Approval Type: PCS Travel Details Approval</p> <p>User ID: <input type="text"/></p> <p>Dept of Approving SPO: 007799    PPC CUSTOMER CARE BR</p> <p>Comment: <input type="text"/></p> <p><b>PCS Travel Details Approval</b></p> <p>PCS Order Travel Details: Pending <input type="button" value="View/Hide Comments"/></p> <p>One Approval Level</p> <p>Pending</p> <p>Multiple Approvers</p> <p>SPO Supervisor</p> <p>Comments</p> <p>Jacob Black at 06/10/14 - 10:17 AM</p> <p><input type="text" value="&lt;Enter Comments&gt;"/></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"/> <input type="button" value="Notify"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/></p>
<p><b>6</b></p>	<p>After the travel orders are approved, go back into the transaction. Begin by selecting the <b>View All</b> link in the Travel Orders section.</p>  <p><b>Travel Orders</b>    Find <input type="text"/> <input type="button" value="View All"/> First 1 of 2 Last</p> <p>*Seq Nbr: 1    Travel Type: Depart    Trvl Approval: <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Estimated Date: 08/12/2014 <input type="button" value="BT"/>    Department: 007295    SEC BALTIMORE INTEL STAFF</p> <p>Actual Date: <input type="text"/> <input type="button" value="BT"/>    Location: MD0131    SECTOR BALTIMORE</p> <p>Nature of Duty: Duty    Position Number: 00000206    INTEL STAFF CHIEF</p> <p>Posn Job Code: 000096    Lieutenant</p> <p>Other Location: <input type="text"/>    <input type="button" value="Route for Approval"/></p>

Continued on next page

# No Cost Orders, Continued

Procedures,  
continued

Step	Action
7	<p data-bbox="371 495 986 528"><b>Enter the Actual Dates to Depart and Report.</b></p> 
8	<p data-bbox="371 1180 1348 1285">If the member is taking any leave, enter it in the <b>Delay En route</b> section. If the Actual Depart and Report dates are not the same, use the Actual Day of Report option to account for the reporting day.</p>  <p data-bbox="371 1827 1380 1930">Then select the <b>Route for Approval</b> button located in the <b>Seq Nbr 99</b> Report row (selecting the Route for Approval button from the last Seq Nbr will route all pending travel rows).</p>

# No Cost Orders, Continued

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Procedures,  
continued

Step	Action
9	<p>The Approval Type will default to <b>Multiple Trvl Endorsements</b>. Verify the Deptid of the approving SPO and then click <b>Submit</b>.</p> <div data-bbox="375 562 1342 1021" style="border: 1px solid blue; padding: 5px;"><p>PCS Order   Notes   Funding   <b>Approval</b>   Audit</p><p>Empl ID: 1234567   Empl Record: 0</p><p>Trans ID: 2250067   Order Action: <input type="text"/> <input type="button" value="Go"/></p><p>Order Begin Date: 06/01/2014   Order Type: Permanent Change of Station</p><p>Order End Date: 06/01/2014   Order Status: Ready</p><p><b>Route for Approval</b></p><p>Approval Type: <span style="border: 2px solid red; padding: 2px;">Multiple Trvl Endorsements</span></p><p>User ID: <input type="text"/></p><p>Dept of Approving SPO: <input type="text" value="007799"/> PPC CUSTOMER CARE BR</p><p>Comment: <input type="text" value="The approval is set for SEQ_NO=99."/></p><p><input type="button" value="Submit"/></p></div>

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