

E-Mail ALSPO I/16

Subj: PERMANENT CHANGE OF STATION (PCS) ORDERS – END OF FISCAL YEAR (FY) CLOSEOUT REQUIREMENTS

Ref: (a) [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\)](#)

Introduction PCS transfer orders issued by Assignment Officers (AOs) at CG Personnel Service Center (PSC) represent an AFC-20 funds commitment. PCS travel orders approved by Servicing Personnel Office (SPO) auditors represent a funds obligation. In order to avoid repercussions by violating the Anti-Deficiency Act (31 USC 1341), all FY16 PCS transfer orders must be placed in either a “Ready,” “En route,” or “Finished” status prior to 15 August 2016. Orders not placed in a “Ready,” “En route,” or “Finished” status will be cancelled.

Background The PCS travel process obligates and spends approximately \$140 million each year. Funds will not be available to the CG for PCS orders not placed in the appropriate status. Cancelled orders must be reissued using FY17 funding.

Completion Date As we rapidly approach the end of the Fiscal Year, SPOs must take prompt action to work/approve all pending transfer authorizations prior to 15 August 2016.

If you are unable to meet this deadline please contact PSC-BOPS-C directly at ARL-DG-M-CGPSC-BOPS-C@USCG.MIL.

Procedure Follow these steps to identify outstanding orders.

Step	Action
1	Use the advanced search options on the airport terminal to identify all outstanding transfer/separation orders for your unit. Select “Apvd Std” in the status drop down menu and type or select 10/01/2015 in the <u>From</u> block, then search Arrivals and Departures by clicking the appropriate buttons.

Continued on next page

E-Mail ALSPO I/16

Subj: PERMANENT CHANGE OF STATION (PCS) ORDERS – END OF FISCAL YEAR (FY) CLOSEOUT REQUIREMENTS

Procedure (Cont'd)

Step	Action
2	Per reference (a), SPOs must process all orders for which they have approved PCS Departing Worksheets (CG-2000).
3	SPOs must process orders for all fleet-ups, extensions and inter-office transfers. Placing these orders in a “Finished” status is an important step in human resource/financial management processes.
4	SPOs must encourage their members with outstanding transfer orders to submit their CG-2000 forms as soon as possible.
5	If orders need to be cancelled, follow the procedure in the Cancelling a PCS Order DA User Guide .

Questions See enclosed list of Frequently Asked Questions (FAQs). Direct additional questions regarding the content of this E-Mail ALSPO message to PSC-BOPS-C directly at ARL-DG-M-CGPSC-BOPS-C@USCG.MIL.

Released by Internet release authorized.

/s/
P. F. BRADY, JR., CAPT, USCG
Commanding Officer

Encl: (1) PCS Orders – End of Fiscal Year Procedures FAQs

PCS Orders – End of Fiscal Year Procedures FAQ

- 1) **How do I remove erroneous orders entered in DA?**
 - a. Follow the procedure in the [Cancelling a PCS Order DA User Guide](#).
- 2) **What do I do if a member is facing disciplinary action/ medical holds before transferring?**
 - a. Notify PSC-BOPS-C who will consult with PSC-opm/epm. Orders will likely be cancelled and reissued if the hold goes into the next FY.
- 3) **What do we do with members who do not submit the PCS Departing Worksheet (CG-2000) in a timely manner?**
 - a. Work through your chain and/or the member's chain of command. Reference the Personnel & Pay Procedures Manual, PPCINST M100.2 (series) and re-iterate the importance of getting their forms to the SPO.
- 4) **What do I do if the departure date for the orders crosses the upcoming fiscal year?**
 - a. AOs can issue orders with a start date in October or earlier with an FY16 TONO. A-School orders commencing after October should be issued without a TONO. SPOs may request a TONO once they receive the PCS departing worksheet from the member. SPOs can request an FY17 TONO on or after October 1, 2016. To request a TONO for member's orders that were issued without a TONO, email tonomanagement@uscg.mil. In the email include the member's rank, name, and employee ID number.
- 5) **If orders are cancelled, will we need to request reissuing of the orders in the next fiscal year?**
 - a. Yes. SPOs can request an FY17 TONO on or after October 1, 2016. To request a TONO for member's orders that were issued without a TONO, email tonomanagement@uscg.mil. In the email include the member's rank, name, and employee ID number.
- 6) **Do orders need to be "En route" or "Finished" by the end of FY16?**
 - a. No, orders only need to be marked "Ready" prior to 15 August. "En route" and "Finished" status procedures remain the same.
- 7) **What are AFC-20 funds and how does it affect the SPO?**
 - a. PCS travel costs are paid using AFC-20 funds. Similar to AFC-30, these funds are one-year appropriations. Therefore, any Travel Orders issued in FY16 but approved (i.e. obligated) after the close of the Fiscal Year would violate the Anti-Deficiency Act, 31 USC 1341.