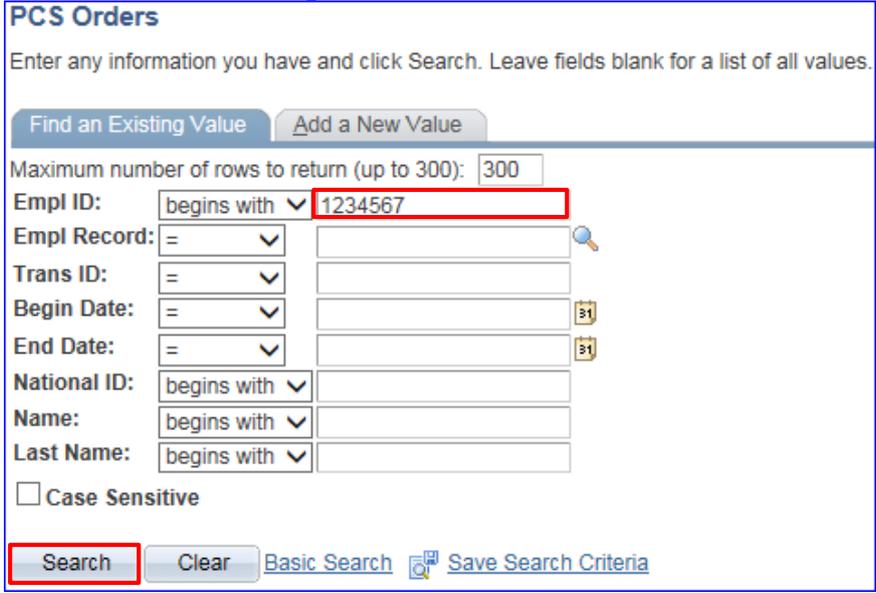


PCS Orders-Depart

Overview

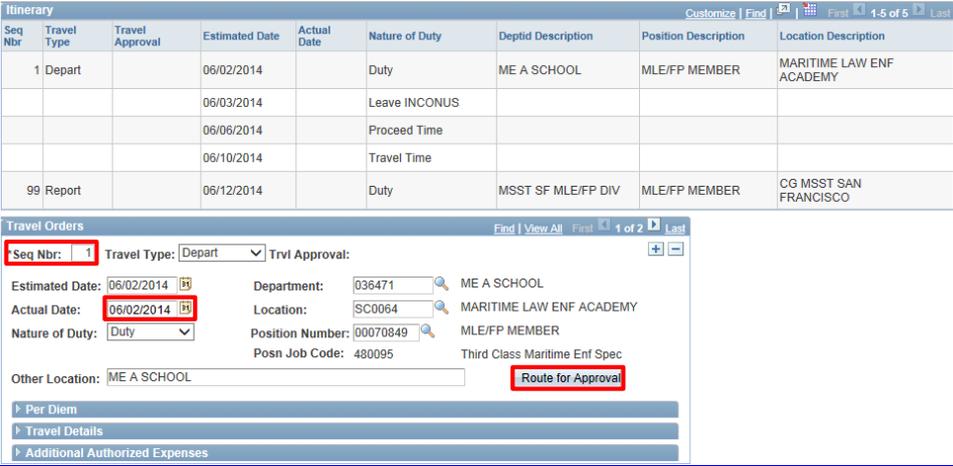
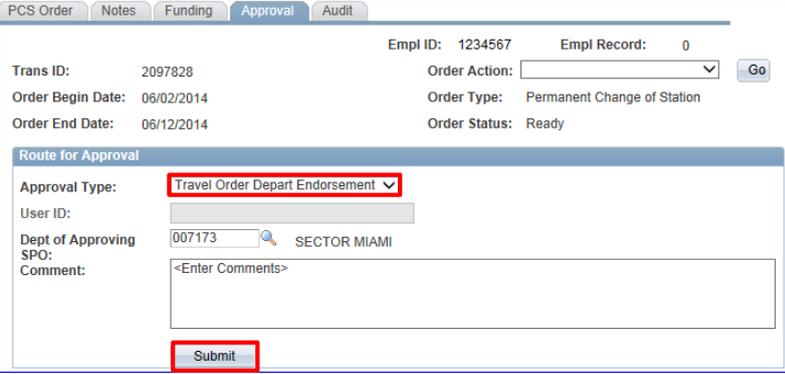
Introduction	<p>This guide provides the procedures for completing a PCS Departing endorsement in Direct Access.</p> <p>CANCELLATIONS: Assignment Officers can cancel PCS orders in an Authorized or Ready Status. SPOs can cancel PCS orders in an En Route or Finished status.</p>
Before you begin	<p>The Departing endorsement cannot not be completed before the PCS Orders are approved. The actual depart date cannot be future dated and can only be entered on the day of departure or after.</p>
After the Departing endorsement is approved	<p>Be sure to review the PCS Entitlements Auto Start-Stop guide to check if there are any entitlements that need to be manually adjusted by the Servicing Personnel Office.</p>
Procedures	<p>See below.</p>

Step	Action
1	<p>Click on the PCS Orders link in the Orders Pagelet.</p> 
2	<p>Enter the member's Empl ID. Then click Search.</p> 

Continued on next page

Overview, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>In the Travel Orders section, enter the member's Actual Date to depart (this date can only be entered on the actual day or later. It cannot be future dated). Then click the Route for Approval button located in the Seq Nbr 1 Depart row.</p>  <p>The screenshot shows an 'Itinerary' table with columns: Seq Nbr, Travel Type, Travel Approval, Estimated Date, Actual Date, Nature of Duty, Deptid Description, Position Description, and Location Description. Row 1 is '1 Depart' with 'Actual Date' set to 06/02/2014. Below the table is the 'Travel Orders' form for Seq Nbr: 1, Travel Type: Depart. The 'Actual Date' field is set to 06/02/2014. The 'Route for Approval' button is visible at the bottom right of the form.</p>
<p>4</p>	<p>The Approval Type should default to Travel Order Depart Endorsement. Verify the Deptid of the approving SPO and then click Submit.</p>  <p>The screenshot shows the 'Route for Approval' form with fields for 'Approval Type' (set to 'Travel Order Depart Endorsement'), 'User ID', 'Dept of Approving SPO' (007173 SECTOR MIAMI), and a 'Comment' field. The 'Submit' button is highlighted with a red box.</p> <p>Once submitted, this will appear to show it's been routed for approval.</p>  <p>The screenshot shows the 'Travel Departing Approval' summary page. It displays 'PCS Departing Endorsement: Pending' and a comment from Emmett Cullen at 06/02/2014 - 10:45 AM.</p>