

E-Mail ALSPO F/12

Subj: PCS ORDERS – END OF FISCAL YEAR CLOSEOUT REQUIREMENTS

Ref: (a) [COMCOGARD PSC ARLINGTON VA 101443 AUG 12/ALCGPSC 100/12](#)
(b) [Personnel and Pay Procedures Manual \(PPPM\), PPCINST M1000.2 \(series\)](#)

Introduction Per reference (a), PCS transfer/separation orders issued by Assignment or Separation Officers at PSC represent an AFC-20 funds commitment. PCS travel orders worked by Yeomen and approved by SPO Auditors represent a funds obligation. In order to avoid repercussions by violating the federal financial Anti-Deficiency Act (31 USC 1341) all PCS transfer/separation orders must be placed in either a Ready, En route or Finished status prior to 24 SEP 2012 or they will be cancelled by PSC and re-issued in FY13 (subject to the availability of funds).

Background The PCS Travel process obligates and spends approximately \$140 million each year. The funds associated with the remaining FY12 PCS Transfer Authorizations are approximately \$14 million. If PCS Travel Orders are not placed in either a Ready, En route or Finished status by 24 SEP 2012, these funds will not be available to the CG and travel will have to be funded with FY13 funds.

Effective date This ALSPO is effective immediately. As we rapidly approach the end of the Fiscal Year, SPO/Admin Yeomen and SPO Auditors must take prompt action to work/approve all pending transfer authorizations.

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 07/01/2011 in the <u>From</u> block, then search Arrivals and Departures by clicking the appropriate buttons. In addition, PSC will provide a weekly update of outstanding PCS orders summarized by SPO ID, member info and status date. This report will be posted on the PSC-BOPS Portal https://cgportal.uscg.mil/CTL/1IPWLEA . |

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Procedure (Cont'd)

| Step | Action |
|-------------|---|
| 2 | SPOs must process all orders for which they have approved PCS Departing/Separation Worksheet (CG-2000) and CG Career Intentions Worksheet (CG-2045), if applicable. This includes working Separation orders for Retirement sooner than the 14-day window directed in ref (b). Separation orders for Discharges can be approved within 14 days prior to the date of discharge. Leave taken in connection with a Discharge is recorded in the Absence Request component. |
| 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 HR/financial management processes. |
| 4 | SPOs must encourage their members with outstanding transfer/separation orders to submit their CG-2000/CG-2045 forms as soon as possible. |
| 5 | If orders need to be cancelled, send an email with the member’s EMPLID and TONO to ARL-DG-M-CGPSC-BOPS-C@uscg.mil . |

Directives affected This E-Mail ALSPO message provides interim guidance which shall expire one year from the date of issuance unless it is incorporated into an appropriate CG or PPC publication, reissued or cancelled.

Questions See enclosed list of Frequently Asked Questions (FAQs). Additional questions regarding the content of this E-Mail ALSPO message may be directed to YN1 Juan Calderon at (202) 493-1962 or Juan.J.Calderon@uscg.mil or LCDR Christine Fern, PSC-BOPS-C at (202) 493-1951 or christine.fern@uscg.mil.

Released by Internet release authorized.

/s/
S. L. LEBRUSKA, 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 delete erroneous orders entered in DA?**
 - a. PSC-bops will delete the orders. Send an email with EMPLID, TONO number, and reason for the deletion request (i.e. duplicate entry scenarios, retirement/separation in lieu of orders, etc) to ARL-DG-M-CGPSC-BOPS-C@uscg.mil.

- 2) **What do I do if a member is facing disciplinary action/ medical holds before transferring?**
 - a. Notify BOPS-C. OPM/EPM will be consulted. 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 PSC Departing Worksheet (CG-2000) or the Career intention Worksheet (CG-2045) in a timely manner?**
 - a. Suggest working through your chain and/or the member's chain of command. Reference ALCGPSC msg and re-iterate the importance of getting their forms to the SPO.

- 4) **Do the same rules apply for Retirement Orders?**
 - a. SPOs should process/approve retirement orders as soon as they receive the member's documentation. If you are unable to approve retirement orders in FY12, then the orders will need to be cancelled and reissued.

- 5) **Do the same rules apply for Separation/Discharge orders?**
 - a. SPOs should approve separation/discharge orders 14 days prior to the separation date. If you are unable to approve retirement orders in FY12, then the orders will need to be cancelled and reissued.

- 6) **What do I do if the departure date for the orders crosses the upcoming fiscal year?**
 - a. With the exception of retiring/separating members who begin terminal leave in FY12, PSC will cancel all other remaining PCS orders containing FY12 TONO's and will reissue in FY13. The FY12 orders and TONO will not be valid for travel.

- 7) **If orders are cancelled will we need to request reissuing the orders in the next fiscal year?**

PCS Orders – End of Fiscal Year Procedures FAQ

- a.** No, PSC will reissue cancelled orders in FY13. If orders are no longer needed, the SPO should email the EMPLID, TONO number, and reason for the deletion request to ARL-DG-M-CGPSC-BOPS-C@uscg.mil.

8) Do orders need to be Enroute or Finished by the end of FY12?

- a.** No, orders only need to be marked Ready prior to 24 Sep. Enroute and Finish status procedures remain the same.

9) What are the 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 FY12 approved (i.e. obligated) after the close of the Fiscal Year would violate the Anti-Deficiency Act, 31 USC 1341.