

E-Mail ALPERSRU E/02

Subj: CGHRMS AIRPORT TERMINAL

Ref: (a) [ALCOAST 058/02](#)

Introduction Reference (a) directed PERSRUs to monitor the CGHRMS Airport Terminal for deployed/remote units and to inform them when orders are issued. This E-Mail ALPERSRU describes a problem with the Airport Terminal where, in some cases, orders will not appear on the Airport Terminal for the member's current unit. Instead, the orders will appear on the Airport Terminal for the member's previous duty station.

Discussion CGHRMS is not associating the member's currently assigned department ID with the Airport Terminal for that department when TDY orders are issued. TDY for training orders will be sent to the Airport Terminal of the unit the member was assigned to when the training was applied for or scheduled. If the member departs PCS before the TDY orders are issued, the orders will appear on the Airport Terminal for the previous unit.

Developers are working on a program that will automatically move orders to the correct Airport Terminal when a PCS transfer occurs. An estimated completion date for this program is not available at this time.

PERSRU Action PERSRUs should be aware of this problem and forward orders to the member's current unit when they appear on the old unit's Airport Terminal.

Bundle Multiple Orders Into a Single E-Mail When sending more than one set of orders from the Airport Terminal, be sure to select the **Bundle** option before clicking the [Email the Selected Items](#) button. Selecting **Bundle** will consolidate multiple orders into a single e-mail attachment and reduce the load on the CGHRMS server and the Coast Guard's e-mail system.

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Questions

Questions may be directed to the CGHRMS Help Desk at
(785) 339-3540 or by e-mail to HRSIC-CGHRMS@hrrsic.uscg.mil.

Released by

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