

Permanent Change of Station Travel Orders

Overview

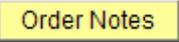
Introduction This guide provides the procedures for completing Permanent Change Of Station (PCS) Travel Orders. This guide is for Permanent Duty (PERMDU), Temporary Duty (TEMDU), and inter/intra district transfers of active duty members.

Reference The following references provide additional information about PCS entitlements and regulations.

- [Personnel Manual, COMDTINST M1000.6 \(series\), Chap 4](#)
 - [Joint Federal Travel Regulations, Volume 1](#)
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 2](#)
 - Direct Access Online Help: PCS Departing Endorsement (http://www.uscg.mil/hq/psc/ps/pcs/pcs_departing_endorsement.htm)
 - Direct Access Online Help: PCS Reporting Endorsement (http://www.uscg.mil/hq/psc/ps/pcs/pcs_reporting_endorsement_on_orders.htm)
-

Airport Terminal To access Travel Orders they must first be issued by the Assignment Officer and appear on the Airport Terminal. The [Airport Terminal](#) provides commands with the ability to view and process arrivals and departures of personnel. Please contact the member's Assignment Officer, CGPC (epm) for active duty enlisted members (including members on EAD), CGPC (opm) for active duty officers (including those on EAD) or the ISC (fot/pf) for reservists if orders need to be issued.

TONO Accounting Data The Travel Order Number and Accounting Data will already be populated and grayed out. No data entry/changes will be permitted when the Orders Accounting Information is generated off the Airport Terminal.

Assignment Officer Remarks Standard Remarks/*Orders Notes* entered by the CGPC (opm/epm) or the ISC (pf/fot) Assignment Officer shall not be modified or deleted by other users at the command or SPO. Other users, desiring to add remarks to an order, must access the remarks section by clicking  followed by the  button.

Permanent Change of Station Travel Orders

Contents

Topics

The following topics are covered in this section.

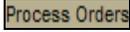
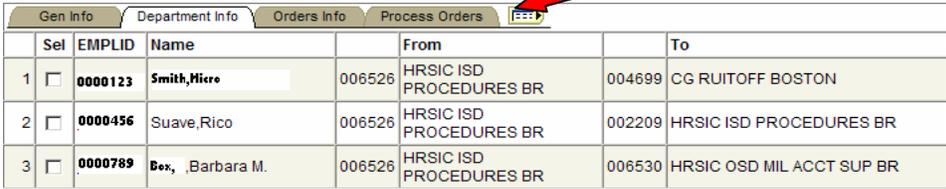
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders

Introduction This section provides the procedures for completing and approving a Travel Order. Upon approval, a paper copy can be printed for the member to facilitate PCS needs such as shipment of Personal Property, Assignment or Termination of Housing.

Procedure Start PeopleSoft, sign-in and follow these steps to access PCS Travel Orders

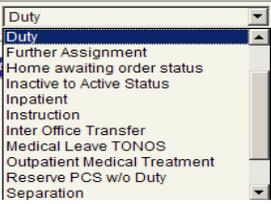
Step	Action																				
1	<p>Orders can be access by the menu paths;</p> <ol style="list-style-type: none"> From your Worklist (if your supervisor routed them to you from the Airport Terminal). By selecting menu items in the following order: Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures The Airport Terminal menu path of - Home > Self Service > Self Service for Commands > Use > Command Information - provides commands with the ability to view and process arrivals and departures of personnel. The Airport Terminal lists orders for all personnel. Detailed instructions for the Airport Terminal can be obtained from the PSC website at: http://www.uscg.mil/hq/psc/ps/assignment_system/airport_terminal/airportterminal.htm 																				
2	<p>At the Departures listing screen. Click the Process Orders tab. </p>  <table border="1"> <thead> <tr> <th>Sel</th> <th>EEMPLID</th> <th>Name</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>1 <input type="checkbox"/></td> <td>0000123</td> <td>Smith, Micro</td> <td>006526 HRSIC ISD PROCEDURES BR</td> <td>004699 CG RUITOFF BOSTON</td> </tr> <tr> <td>2 <input type="checkbox"/></td> <td>0000456</td> <td>Suave, Rico</td> <td>006526 HRSIC ISD PROCEDURES BR</td> <td>002209 HRSIC ISD PROCEDURES BR</td> </tr> <tr> <td>3 <input type="checkbox"/></td> <td>0000789</td> <td>Box, Barbara M.</td> <td>006526 HRSIC ISD PROCEDURES BR</td> <td>006530 HRSIC OSD MIL ACCT SUP BR</td> </tr> </tbody> </table>	Sel	EEMPLID	Name	From	To	1 <input type="checkbox"/>	0000123	Smith, Micro	006526 HRSIC ISD PROCEDURES BR	004699 CG RUITOFF BOSTON	2 <input type="checkbox"/>	0000456	Suave, Rico	006526 HRSIC ISD PROCEDURES BR	002209 HRSIC ISD PROCEDURES BR	3 <input type="checkbox"/>	0000789	Box, Barbara M.	006526 HRSIC ISD PROCEDURES BR	006530 HRSIC OSD MIL ACCT SUP BR
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3	<p>Click the Route/Work button of the Employee ID for the Orders you wish to complete.  This button can also be used for Supervisors routing work to personnel within the SPO</p>																				

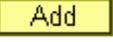
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (cont'd)

Step	Acton																				
NOTE	Status of Orders:																				
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4	If you began in the Airport Terminal, a new window will open. The path in the window is now the PCS Orders menu.																				
5	Click in the Authorizing Official (Name, Rate/Rank) field. Enter the Name and Rate/Rank of the Official signing the Orders: Authorizing Official (Name, Rate/Rank): <input type="text"/>																				
6	Nature of Duty Section: For Assignment Officer issued orders this field will already be set. For a Nature of Duty listing, click on the drop down button. Nature Duty 																				
7	Scroll down to the Authorized Delay Enroute Section. Click in the Begin Date field <input type="text"/> and enter a date in MMDDYYYY format. OR Click the Choose a Date to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the \members PCS Departing Worksheet. (The actual dates will be entered upon departing member and reporting member.) To toggle through months and years click 																				
8	Click in the End Date field <input type="text"/> and enter a date MMDDYYYY format, OR Click the Choose a date to select a End Date. Click the Choose a date button  to select a Date.																				

Note: Steps 7-9 must be completed for each type of delay, such as Authorized Travel Time, and Authorized Proceed Time. Add a Delay Period by clicking on the  button.

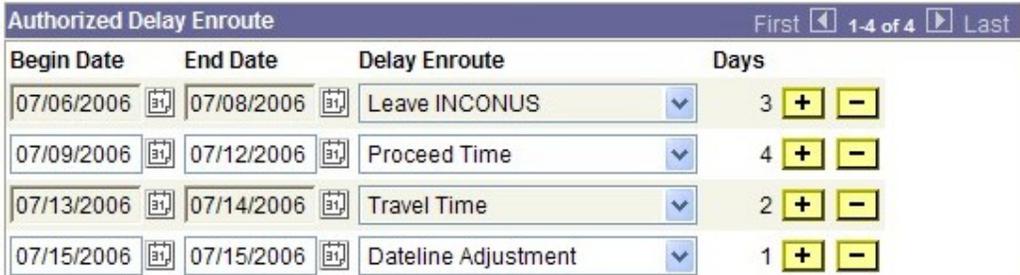
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (continued)

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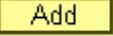
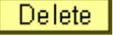
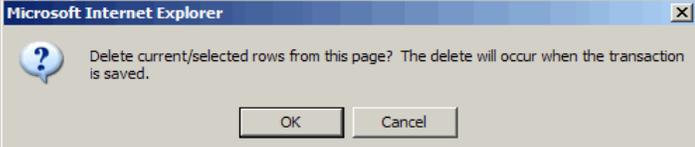
Step	Action																				
9	Click the Delay Enroute dropdown button to view and select from the list. Select the type of delay authorized for the dates entered.																				
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	<p>Example PCS Delay With Dateline Adjustment (West to East):</p>  <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay Enroute</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>07/06/2006</td> <td>07/08/2006</td> <td>Leave INCONUS</td> <td>3</td> </tr> <tr> <td>07/09/2006</td> <td>07/12/2006</td> <td>Proceed Time</td> <td>4</td> </tr> <tr> <td>07/13/2006</td> <td>07/14/2006</td> <td>Travel Time</td> <td>2</td> </tr> <tr> <td>07/15/2006</td> <td>07/15/2006</td> <td>Dateline Adjustment</td> <td>1</td> </tr> </tbody> </table>	Begin Date	End Date	Delay Enroute	Days	07/06/2006	07/08/2006	Leave INCONUS	3	07/09/2006	07/12/2006	Proceed Time	4	07/13/2006	07/14/2006	Travel Time	2	07/15/2006	07/15/2006	Dateline Adjustment	1
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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (continued)

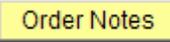
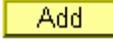
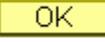
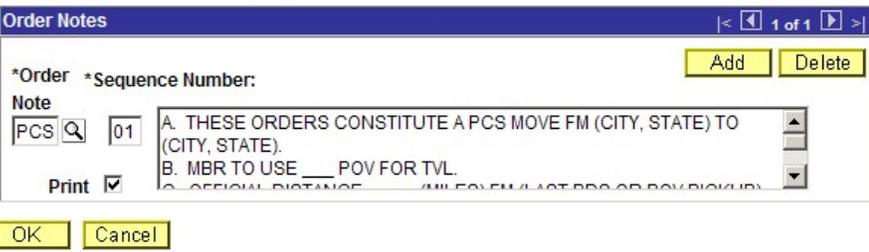
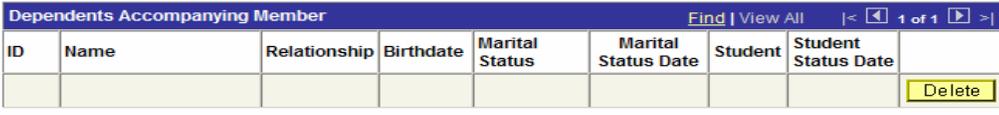
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10	<p>Scroll down to the  section and Click the Duty tab. .</p> <table border="1" data-bbox="297 541 1372 716"> <thead> <tr> <th>Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Nature of Duty</td> <td>Make a selection from the dropdown menu.</td> </tr> <tr> <td>Per Diem</td> <td>This button is not Active (nothing happens when clicked) for PCS Orders. Enter Per Diem entitlement in Notes (remarks)</td> </tr> </tbody> </table>	Field	Description	Nature of Duty	Make a selection from the dropdown menu.	Per Diem	This button is not Active (nothing happens when clicked) for PCS Orders. Enter Per Diem entitlement in Notes (remarks)						
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11	<p>Select primary mode(s) of travel. When an item(s) is selected, an item in Primary Mode of Transportation must also be selected.</p> <div data-bbox="289 785 1382 1024"> <table border="1"> <thead> <tr> <th>Primary Mode of Travel</th> <th>Primary Mode of Transportation</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement)</td> <td><input type="radio"/> Air <input type="radio"/> Bus</td> </tr> <tr> <td><input type="checkbox"/> Gov't Transportation Account (GTA)</td> <td><input type="radio"/> Car <input type="radio"/> Motorcycle</td> </tr> <tr> <td><input type="checkbox"/> Gov't Owned Conveyance</td> <td><input type="radio"/> Train <input type="radio"/> Vessel</td> </tr> <tr> <td><input type="checkbox"/> Privately Owned Conveyance (POC)</td> <td></td> </tr> <tr> <td><input type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/></td> <td></td> </tr> </tbody> </table> </div> <p> Commercial Carrier (own expense subject to reimbursement) is the default setting. Deselect if not the primary mode of travel</p>	Primary Mode of Travel	Primary Mode of Transportation	<input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement)	<input type="radio"/> Air <input type="radio"/> Bus	<input type="checkbox"/> Gov't Transportation Account (GTA)	<input type="radio"/> Car <input type="radio"/> Motorcycle	<input type="checkbox"/> Gov't Owned Conveyance	<input type="radio"/> Train <input type="radio"/> Vessel	<input type="checkbox"/> Privately Owned Conveyance (POC)		<input type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/>	
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	<p>The sections titled Remain Over Night (RON) and Medical Travel apply to TAD travel authorizations..</p>												
12	<p>If Other Authorized Expenses are authorized (normally this won't apply to PCS Orders), Select the Magnifying glass in the Search Dialog Box . Enter the Misc Expense code (if already known), or a description to lookup a specific authorization.</p> <p>Click on the  to view a listing of available Authorized Expenses.</p>												
13	<p>To add additional authorized expenses, click on the  button. To remove expenses click on the  button. When selecting the delete button, the following window will display, click OK.</p> <div data-bbox="289 1493 984 1640">  </div>												

Continued on next page

Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (continued)

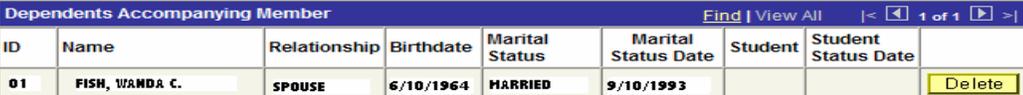
Step	Action
14	Scroll to the bottom and click on the Orders Notes Button 
15	<p>Select Magnifying glass to obtain Search Dialog Box.  To obtain PCS Order notes, select Lookup or enter PCS in the Description box and select Lookup. Orders generated by CGPC will have pre-filled notes. These notes should not be changed without CGPC approval. To add additional notes click on the  button and click on the OK button when complete. </p> <p>Note: The order note “PCS” contains standard remarks, applicable to all PCS orders, which may be edited as necessary by the SPO.</p>  <p>Reminder: Standard Remarks/Orders Notes entered by the CGPC (opm/epm) Assignment Officer shall not be modified or deleted by other users. Always add a new order note entry to add remarks to orders. These notes should not be deleted or modified without CGPC approval.</p>
16	Scroll down to the bottom of the page and click the  button.
17	<p>The field “Dependents Accompanying Member will appear blank.</p>   <p> </p> <p> </p>

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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (continued)

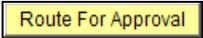
Step	Action
18	<p>Click the Member's Dependents button.  You will see a listing of Dependents for the member. "</p>  <p> </p> <p> Dependents must be already in direct access as dependents to appear on this screen. Dependents not appearing on this screen must first be added in Direct Access. BAH eligible dependents are defined in Chapter 3-F of the Coast Guard Pay Manual, COMDTINST M7220.29(series).</p>
19	<p>To Select members authorized to travel on the Travel Orders, click the Selected option.</p> <p><input type="checkbox"/>. Once selected, a check mark will appear next to the Dependents Name. <input checked="" type="checkbox"/> .</p> <p>Click the Ok button.</p> 
20	<p>The Dependent selected now appears on the Dependents auth to travel screen as below. Click the Ok button.</p>  <p>Dependents auth to travel</p>  <p>Dependents Accompanying Member</p>  <p></p> <p> </p>

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Permanent Change of Station Travel Orders

Completing PCS Travel Orders, Continued

Procedure (continued)

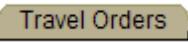
Step	Action
21	Click the Save button. 
22	Scroll down to and Click the Route For Approval button. 
23	Only a CGHRSUP (SPO Supervisor) can approve these orders. Enter the Employee ID of the Supervisor who will be approving these orders in the Route to field. Enter  You can also click on the  button to look up the Approvers Employee ID

Permanent Change of Station Travel Orders

Approving PCS Travel Orders

Introduction This section provides the procedure for approving the PCS Travel Orders. Approval Authority is designated to SPO Supervisors with the Direct Access Role of HRSUP. Command Users must route Travel Orders through their Servicing Personnel Office for Approval.

Procedure Follow the steps in one of the menu paths below to access the Worklist.

Step	Action
Menu Path	The Approver must access the orders through their Worklist, using the menu paths Home > Self Service > Employee > View > View My Worklist Home > Self Service > Manager > View > View My Worklist Home > People Tools > Worklist > Use > Worklist
1	Locate the PCS Orders to work in the "Link" column, then click on the Employee. 
2	Click on the Travel Orders Tab  . Verify all PCS information is correct. Then click on the  button located at the bottom of the screen.

Continued on next page

Permanent Change of Station Travel Orders

Approving PCS Travel Orders, Continued

Procedure (cont'd)

Step	Action
3	<p>Once in the PCS Routing & Travel Approval screen, Supervisors must decide which action from the Approval Status button to take. The Selections are:</p> <ul style="list-style-type: none"> • Approve – select to approve • Denied – Select to deny (disapprove) the Orders. If desired, a text box is available to advise why the orders are being denied. • Pending - This used when orders need further information., You may return and complete the transaction at a later date. – <p>PCS Routing & Travel Approval</p> <div data-bbox="342 772 1425 1255" style="border: 1px solid black; padding: 5px;"> <p>EmplID: 0012345 Fitch, Micro F.</p> <hr/> <p>Approval Information</p> <p>Approval Status: <input type="text" value="Pending"/></p> <p>Originator ID:</p> <p>Route to: <input type="text" value="12345678"/>  Spartan, John A.</p> <p>Comments: <input type="text" value="This is where the Supervisor can relate comments back to the Servicing Personnel Office Yeoman. i.e., Where is the Departing Checklist and SOI for Obliserv?"/></p> </div> <p> If the Approver selects Denied, or Pending, the orders can be rerouted to a specific user by entering the Employee Id in the “Route to: block. When an employee id is entered in the route to block the transaction will appear on their Worklist.</p>
3	Click on 

The PCS Departing Endorsement must be completed next. The endorsement cannot be completed more than 14 days before the member actually departs. Please read the PCS Departing Endorsement instructions in the Direct-Access Online Manual (http://www.uscg.mil/hq/psc/ps/pcs/pcs_departing_endorsement.htm) for more information.

Permanent Change of Station Travel Orders

Interoffice Transfers -- Fleet-Ups

Introduction

An Interoffice Transfer occurs when orders are issued by an Assignment Officer to transfer a member within the same unit.

Locating Orders in the Airport Terminal

The DA orders will list the action/reason code of "FLT" for Fleet-Ups. These types of orders can easily be located on the Unit's or SPO's Airport Terminal by setting the Advance Search Options. An example search for "Fleet-Ups" is shown below:



Advanced Search Options

Status: From: To: Action: Reason:

SPO Action

When Fleet-Up orders are issued the SPO must:

1. Approve and save the orders.
2. Complete the Actual Depart date field Depart/Report Mbr tab.
3. Approve and save the Departing Endorsement.

The system will automatically fill the Actual Reporting Date, using the same date entered in the Actual Depart date field, as shown in the screen shot below:



Original Departure Information

Est. Depart Date:	05/01/2005	Est. Report Date:	06/01/2005	Sequence:	999726
Transfer Authority:	Coast Guard Personnel Command	Order Status:	Ready for Member to Execute		
Duty Type:	Active Duty	Action:	Transfer	FLT	Fleet Up
Departing Department:	003108 ISC ALAME FACDIV(EI)				
Actual Depart Date:	<input type="text" value="04/03/2005"/>	Departing Approval			

Actual Report and Depart Dates

Actual Report Date:

Continued on next page

Permanent Change of Station Travel Orders

Interoffice Transfers -- Fleet-Ups, Continued

Output

These steps are required to process the position change and to create the JUMPS departing and a reporting Endorsement on Orders transactions (8Cs), which will update the member's cost center. The position change will also reset the member's user access roles in Direct-Access to self-service only. A new [user access form](#) will need to be submitted to restore access.

Permanent Change of Station Travel Orders

Extensions

Introduction This section provides the procedure for processing an order for an extension.

Discussion CGPC (epm/opm) Assignment Officers issue orders when they approve extensions. The extension orders will appear on the Airport Terminal and can be located by using "Transfer" and "EXT" in the **Advance Search Options** (as shown below).



Advanced Search Options

Status: Apvd Std From: To: Action: Transfer Reason: EXT

Procedure Unlike PCS orders or Interoffice transfers and Fleet-Ups, SPOs do not need to complete the Depart/Report member tab if the order reason code is "EXT" (all the fields on this tab are "grayed out" when the order reason code is "EXT"). However, you do need to approve the orders and save them to update the Status to "Finished". Be sure to check the Orders Notes (aka "Remarks") to see if the AO specified any obligated service or other requirements for the extension before you approve the orders.

Note: Standard Remarks/Orders Notes entered by the CGPC (opm/epm) or the ISC (pf/fot) shall not be modified or deleted by other users at the command or SPO.

Rotation Date The depart and report dates on extension orders do not reflect the extension begin and end dates, they are populated with default values because extensions use the PCS orders component. If the dates only span a day or a month, it doesn't mean that the extension is only for that period Go to Home > Develop Workforce > Plan Careers > Use > CG Member Info to view the member's new rotation date.
