

Reserve Permanent Change of Station (PCS)

Overview

Introduction This section provides procedures for processing Reserve PCS when a reservist requests reassignment to a new drilling unit.

Reference The following references provide additional information about reserve assignments.

- [Personnel and Pay Procedures Manual, PSCINST M1000.2 \(series\), Chap 11](#)
 - [Reserve Policy Manual, M1001.28 \(series\)](#)
-

Discussion Use the Reserve PCS Depart/Report transaction when a reservist requests reassignment to a new drilling unit. Reserve PCS orders are processed the same as an active duty interoffice transfer. There are no entitlements for member or dependent travel allowances, or delay enroute. Upon completion of the PCS Departing transaction, the Reporting transaction is automatically completed. Requests for unit reassignments are made via e-Resume.

Do not use this guide when a Reservist who is on Active Duty (EAD for example) is Directed to PCS. Instead use the Active Duty PCS guide as the member will be authorized travel and dependent entitlements.

Update Member's Training Pay Category Verify that the member's Training Pay Category is appropriate for their new assignment. The SPO must use the [Reserve Member Status](#) page to change the member's Employee Classification to "IRR ASP" and Reserve Training/Pay Code to "H" when departing the member to the IRR.

[Home](#) > [Administer Workforce](#) > [Administer Workforce \(GBL\)](#) > [Use](#) > [Reserve Member Status](#)

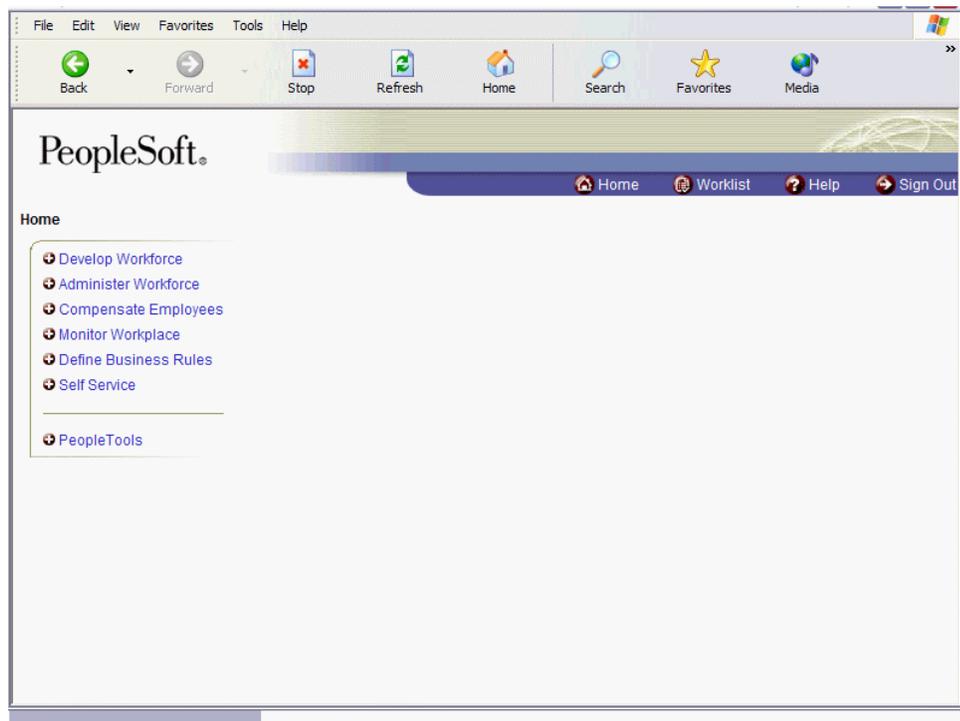
The screenshot shows the 'Reserve Member Status' page with the following fields:

- Employee Classification: IRR
- Reserve Training/Pay Code: H No Drill Requirement
- Reserve Classification: Prior Svc CG Ent with 8 yr obl
- TRA-PAY-CAT ENdt: 08/01/2004
- Classification ENdt: 07/28/1999

Procedure The following topics are covered in this section.

Topic	See Page
Airport Terminal	2
Reserve PCS Procedures	7
Approval	13

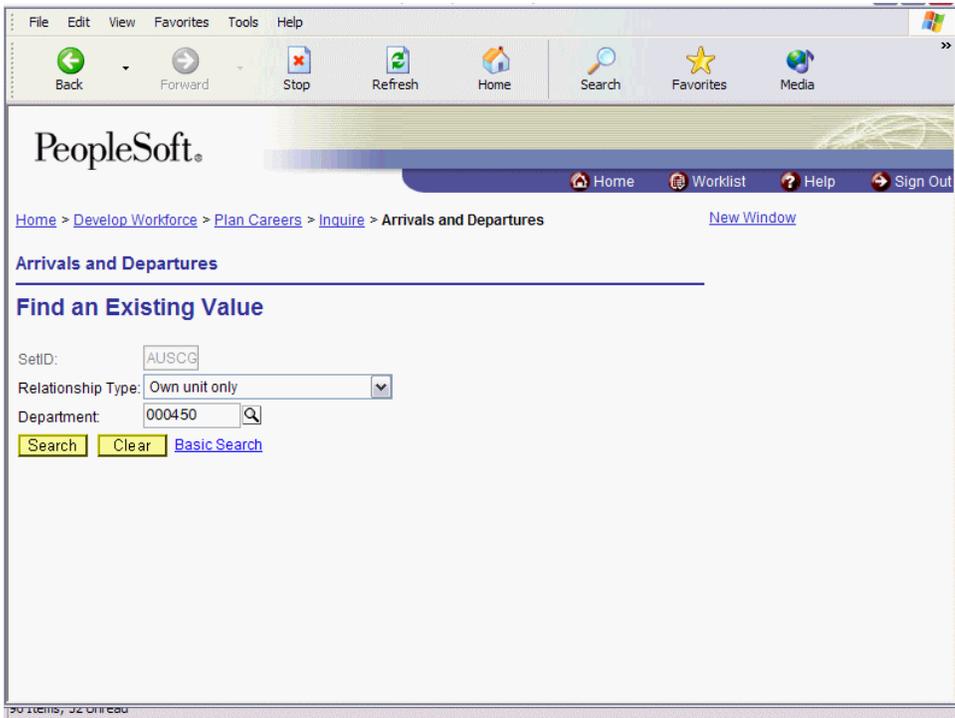
Airport Terminal



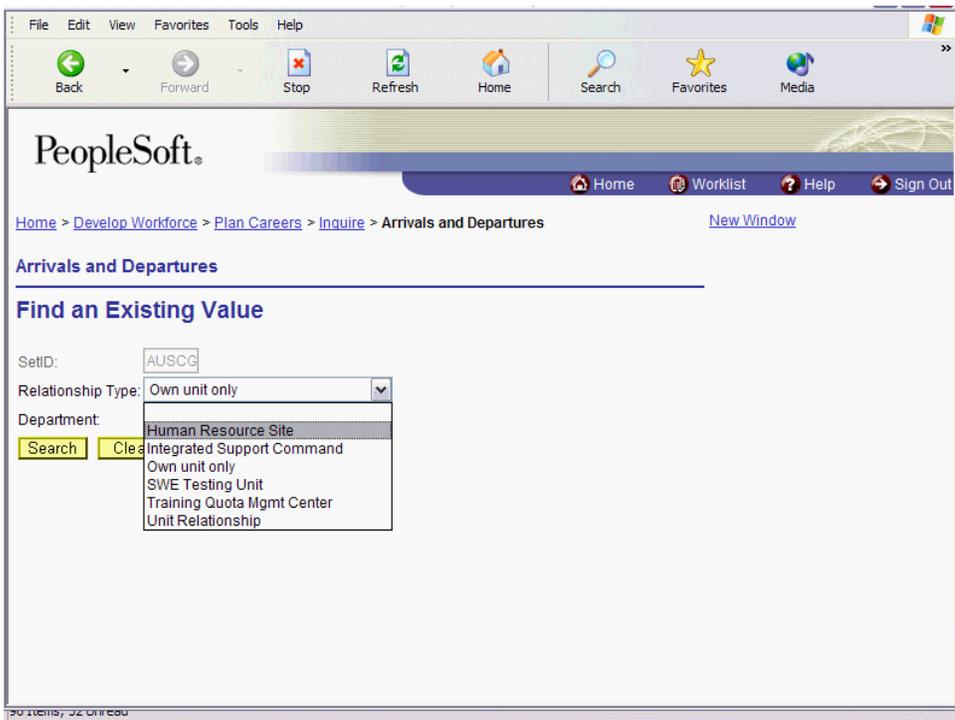
Step	Action
1.	<p>There are several ways to access member orders such as the direct path below: Home > Develop Workforce > Plan Careers > Inquire > Arrivals and Departures</p> <p>If using a direct path to access the member's orders you may skip ahead to step #16.</p> <p>This guide will utilize the airport terminal. From the Direct Access home page click the Develop Workforce link. Develop Workforce</p>
2.	<p>Click the Plan Careers link. Plan Careers</p>
3.	<p>Click the Inquire link. Inquire</p>
4.	<p>Click the Arrivals and Departures link. Arrivals and Departures</p>

Direct Access Business Process Document

Reserve PCS Depart/Report

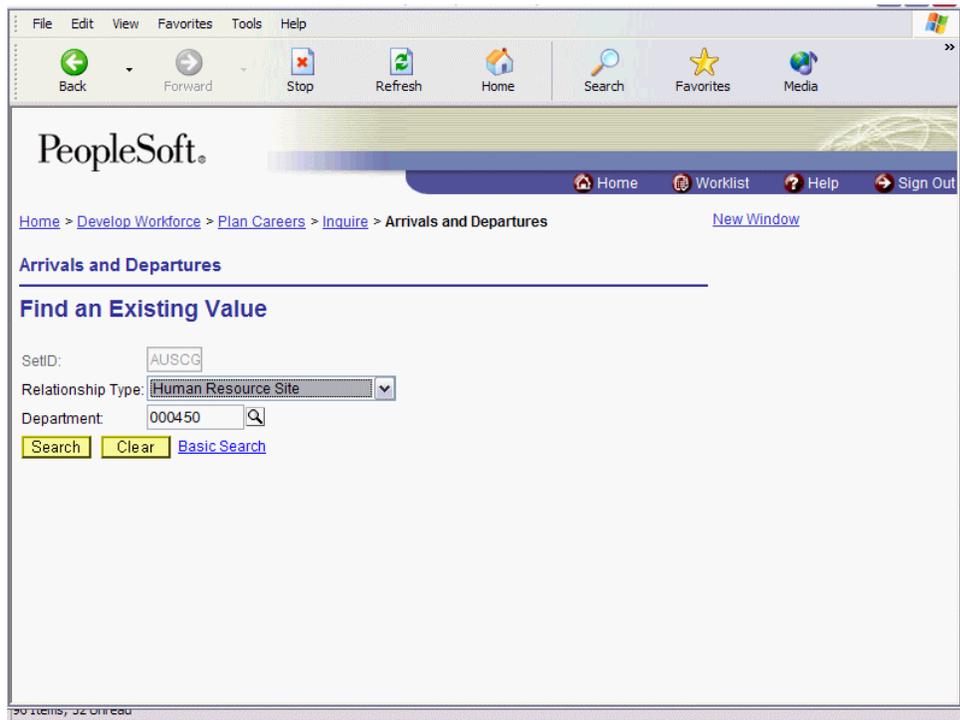


Step	Action
5.	Click the Relationship Type list. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Own unit only ▼</div>



Direct Access Process Document Reserve PCS Depart/Report

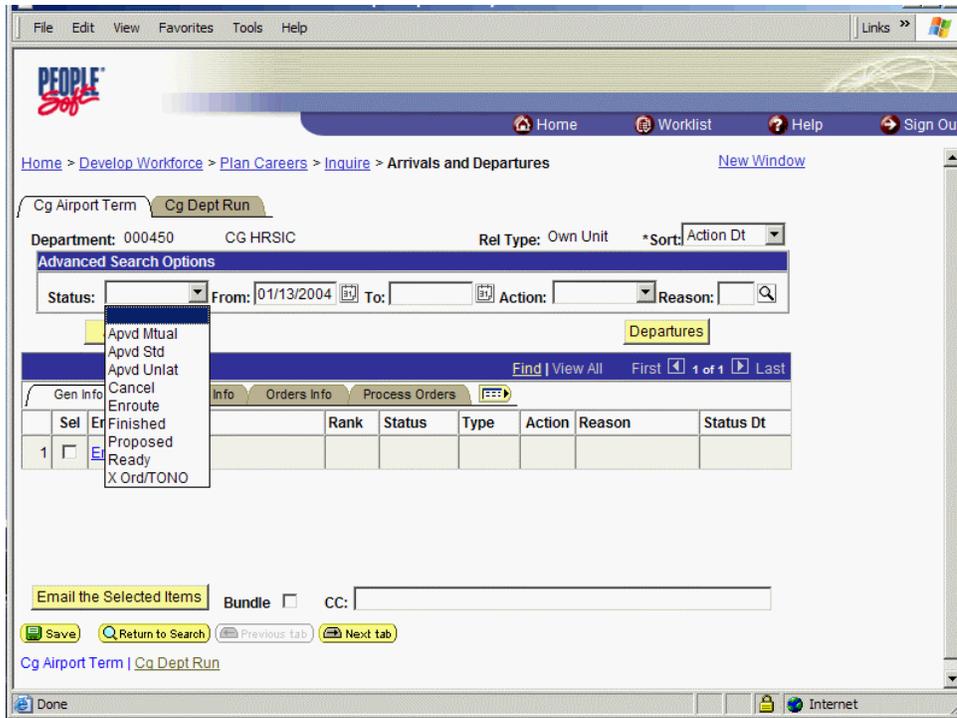
Step	Action
6.	<p>Click "Human Resource Site" so all units serviced by the SPO will be included in the search.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Human Resource Site</div> <p>Note: If you select the above entry and click search but get the message "No Matching Values were Found", simply change the field back to Own Unit Only.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Own unit only</div>



Step	Action
7.	<p>Click the Search button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Search</div>
8.	<p>Click the Status list.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;"> <input type="text"/> </div>

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Reserve PCS Depart/Report



Step	Action
9.	Click the Ready list item.
	<input type="text" value="Ready"/>

 **Status Definitions**

Apvdt Mutual - Mutual Exchange of Station travel orders have been issued by Assignment Officer.

Apvdt Std - Standard travel orders have been issued from the Assignment Officer.

Apvdt Unlat - Unilateral travel orders have been issued from the Assignment Officer.

Cancel - Orders have been cancelled by Assignment Officer.

Enroute - Member is enroute to next duty station.

Finished - Travel is completed.

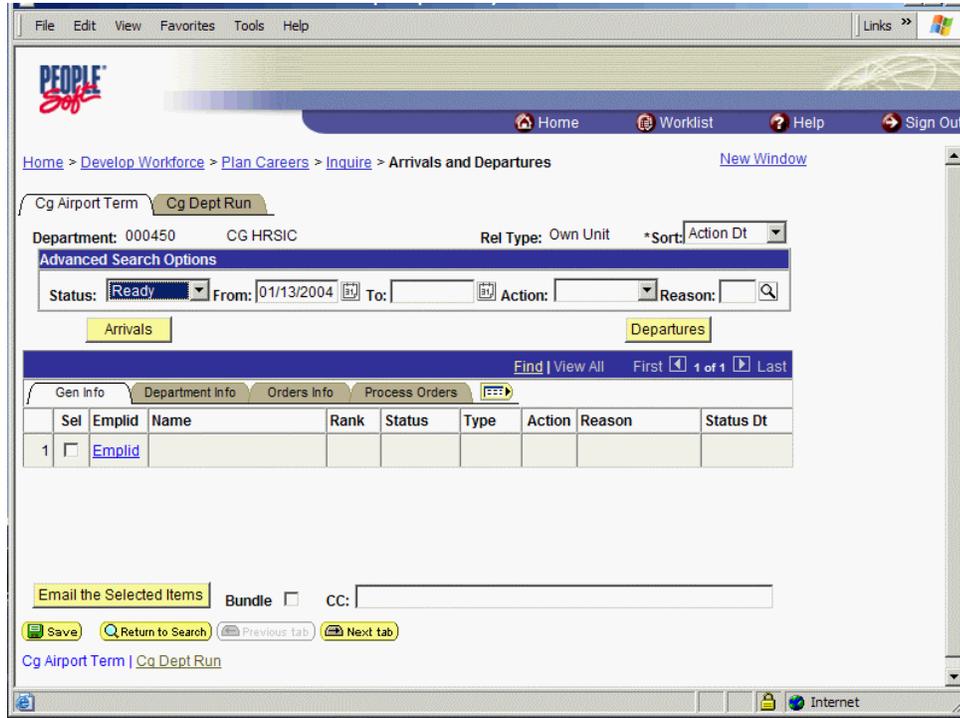
Proposed - Tentative orders. Not yet fully issued nor available for editing.

Ready - Travel Orders completed. Ready for departing transaction to be completed.

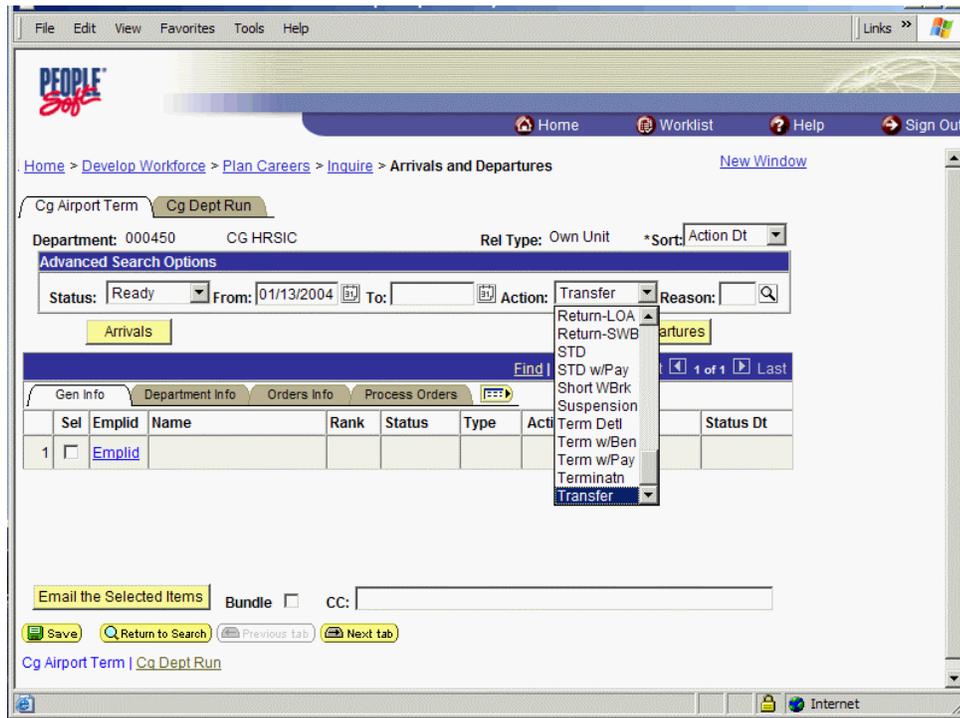
X Ord/TONO - Orders have been cancelled but TONO is still available and will be recycled.

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Reserve PCS Depart/Report



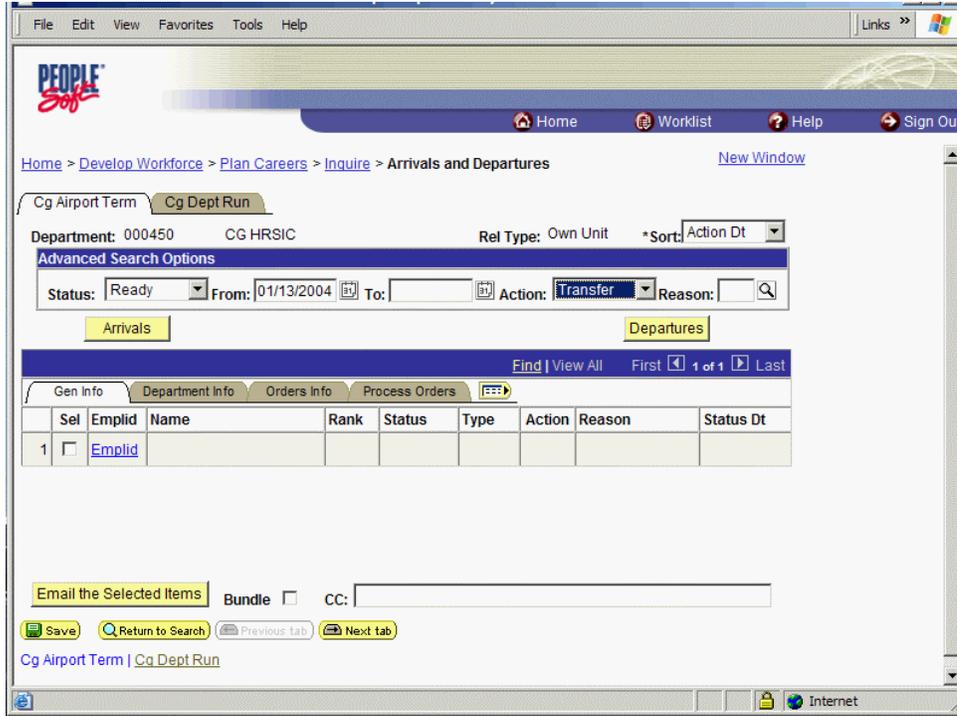
Step	Action
10.	Click the Action list. <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div>

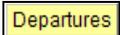
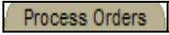


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Reserve PCS Depart/Report

Step	Action
11.	Click the Transfer list item. 



Step	Action
12.	Click the Departures button. 
13.	All personnel who are pending departure from units serviced under your SPO will be listed.
14.	Click the Process Orders tab. 
15.	Locate the appropriate Reservist and click the Route/Work button. 

Reserve PCS Procedures

The screenshot shows a web browser window titled "PCS Process Component - Microsoft Internet Explorer provided by U.S. Coast Guard". The address bar shows the path: Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders. The "Travel Orders" tab is active, and the "Depart/Report Mbr" sub-tab is selected. The form contains the following fields:

- Member Information:**
 - EmpID: 1234567, Coasty, Joseph R., Empl Rcd Nbr: 0
 - Dept: 000450, CG HRSIC, Empl Class: SELRES
 - Job Code: 436094, YN2, Sal Plan/Grade: ENL E5
 - Location: KS0001, CG HRSIC
 - Position: (empty)
- Basic Information:**
 - Action: Transfer DPT PCS Departure
 - Est. Depart Date: 01/18/2004, Est. Report Date: 01/18/2004, Sequence: 1470946
 - Transfer Authority: Coast Guard Personnel Command, Authorizing Official (Name, Rate/Rank): (empty)
 - *Order Status: Ready (dropdown), Type of Duty: (dropdown)
 - Govt Credit Card Holder, Is Travel Authorized for These Orders?
- Departing Location:**
 - Department: 000450, CG HRSIC, City: TOPEKA, State: KS

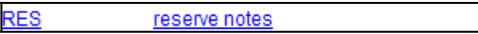
Step	Action
16.	<p>The majority of information under the Travel Orders tab is entered by the Order Authorizing Official using data from the member's E-Resume.</p> <p>The Order Status indicates "Ready" which means the Departing/Reporting transaction is ready for prep.</p> <p>The Govt Credit Card Holder and Travel Authorized for These Orders check boxes are not required for this transaction.</p> <p>Other fields under this tab such as Itinerary, Authorized Delay, Travel Modes, etc. are not used with Reserve PCS.</p> <p>Complete the Authorizing Official field.</p>
17.	<p>Click the Order Notes button at the bottom of the page.</p> <p></p>
18.	<p>Click the Lookup Order Note button.</p> <p>Notes from the Assignment Officer should not be modified.</p> <p></p>
19.	<p>Enter the desired information into the Description field.</p> <p>For example "%RESERVE".</p>

Direct Access Business Process Document

Reserve PCS Depart/Report

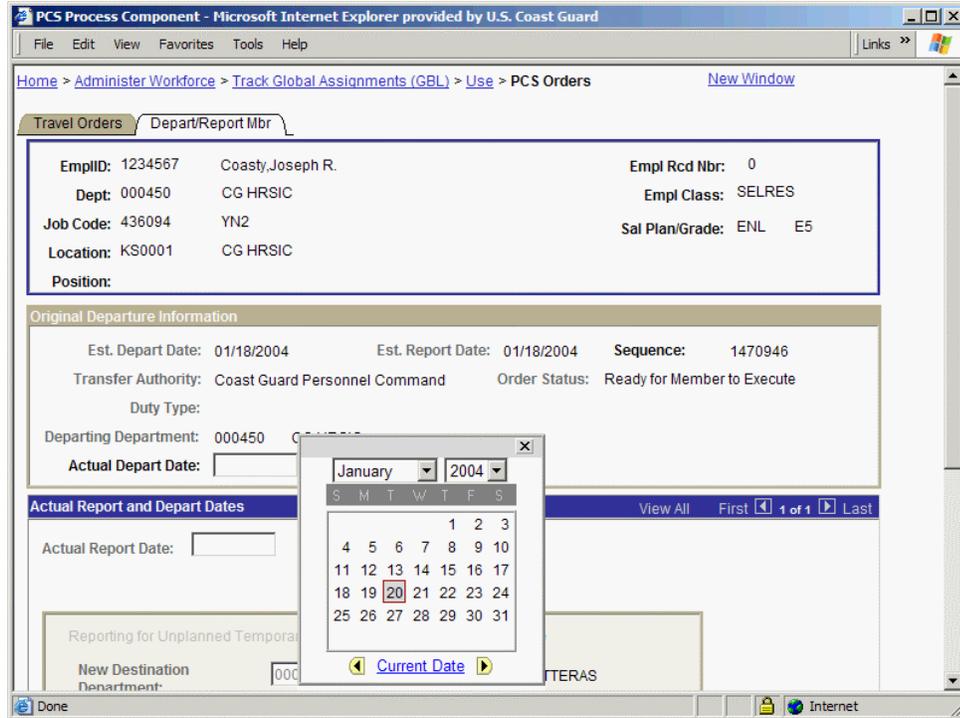


Wildcard (% character) - Entered at beginning of text search. Displays all rows containing the text.

Step	Action
20.	Click the Lookup button. 
21.	Click the reserve notes row. 
22.	Enter the two digit number into the *Sequence Number field. For example " 01 ". The Sequence Number determines the order that the notes are printed on the travel orders, as long as the Print box is checked.
23.	Click the Ok button. 
24.	Click the Save button. Clicking the E-mail Printable Order button will send a copy of the orders to the current user in .PDF format. 
25.	Click the Depart/Report Mbr tab.

Direct Access Process Document Reserve PCS Depart/Report

Step	Action
26.	Click the Choose a date button. 



Step	Action
27.	Select the appropriate departure date.

Direct Access Business Process Document

Reserve PCS Depart/Report

Step	Action
28.	Note the Actual Reporting Date is automatically completed after entering the Actual Depart Date .
29.	Click the Route For Approval link.
30.	Enter the desired EMPLID of the next reviewer or supervisor into the Route to field.



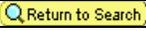
Any Routing/Approval occurs when a transaction is saved.

Routing in DA does not actually “route” anything. It creates a Worklist entry to notify the recipient of a pending action.

DA does not require transactions to be routed, but many transactions require “approval”. If a transaction (Orders, Departing transactions, Pay Entitlements, etc.) is not routed it can still be accessed for review and approval following the standard breadcrumbs.

Step	Action
31.	Any comments for the next reviewer may be entered in the Comments field.
32.	Press [Tab] .
33.	Click the Ok button. 

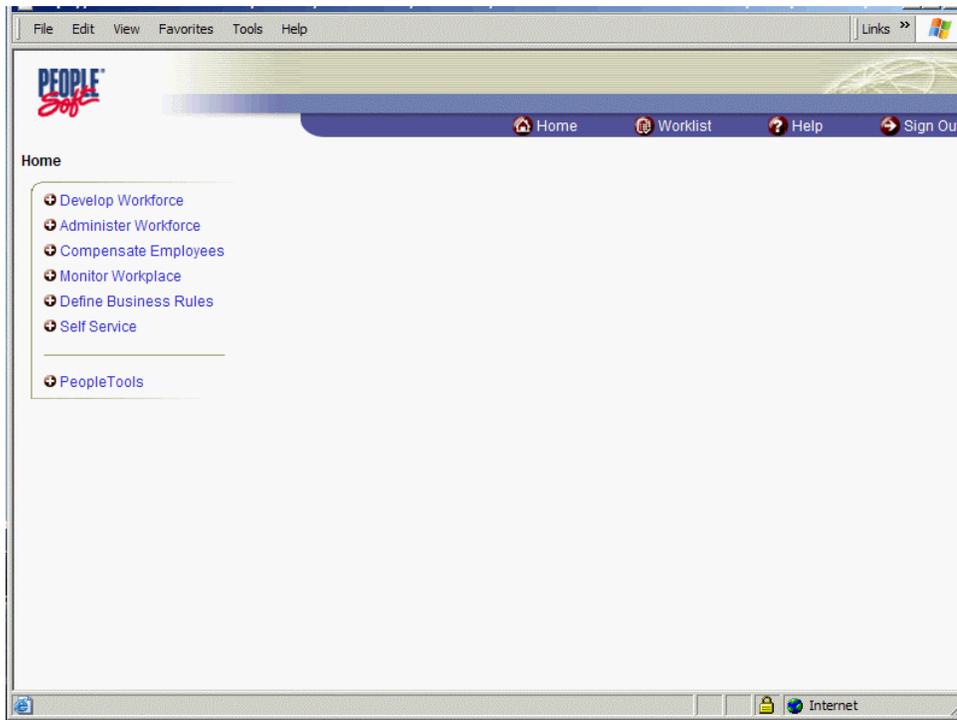
Direct Access Process Document Reserve PCS Depart/Report

Step	Action
34.	Click the Save button. 
35.	Routing has been completed. Click the Return to Search button. 
36.	End of Procedure. Remaining steps apply to approving the orders.

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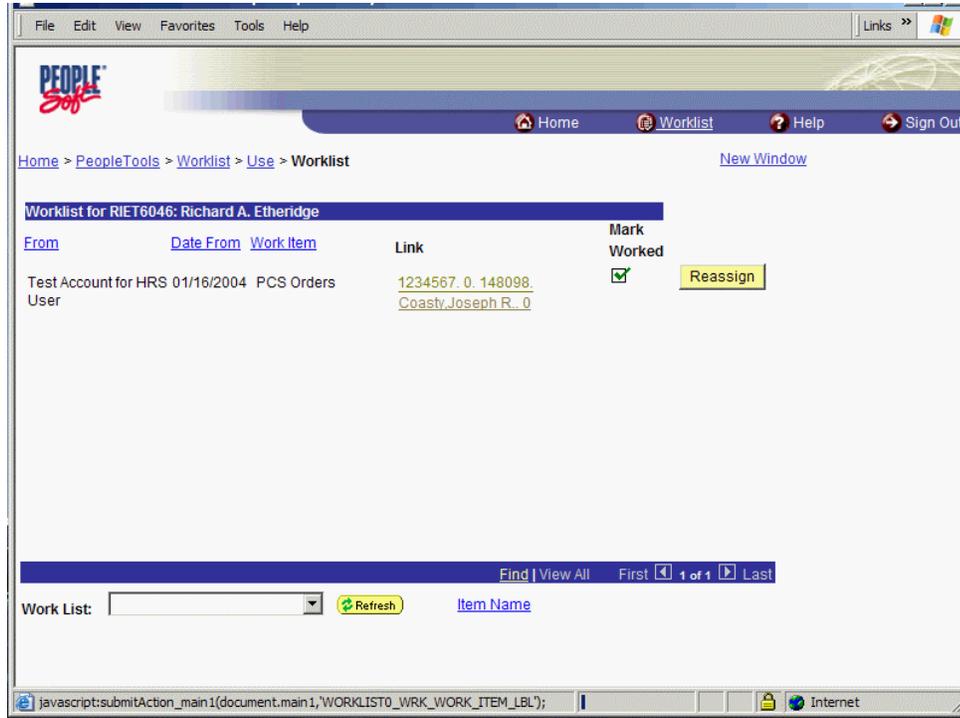
Reserve PCS Depart/Report

Approval

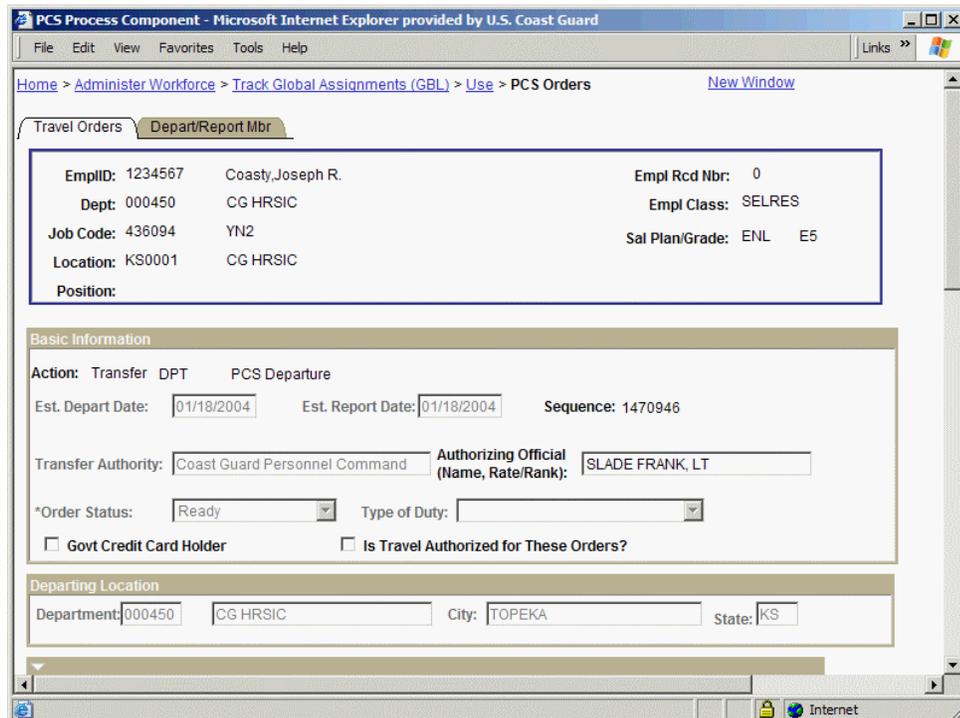


Step	Action
1.	<p>Click the Worklist link.</p>  <p>Or access the PCS section from the path:</p> <p>Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders</p>

Direct Access Process Document Reserve PCS Depart/Report



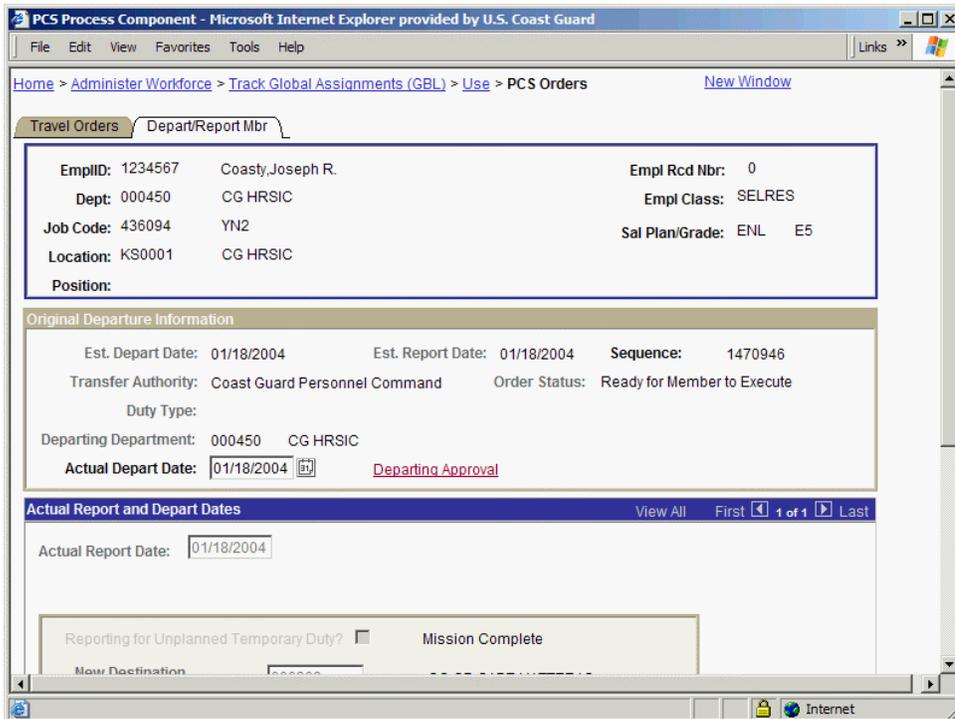
Step	Action
2.	Click the link for the reservist's orders. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> 1234567. 0. 148098. Coastv.Joseph R.. 0 </div>



Direct Access Business Process Document

Reserve PCS Depart/Report

Step	Action
3.	Verify the information under the Travel Orders Tab then click the Depart/Report Mbr tab. Depart/Report Mbr



Step	Action
4.	Verify the data on this page for accuracy. If it is correct, click the Departing Approval link. Departing Approval
5.	Click the Approval Status list. Pending

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Reserve PCS Depart/Report

PCS Process Component - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help Links >>

Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders [New Window](#)

PCS Approval

EmplID: 1234567 Coasty, Joseph R. Empl Rcd Nbr:

View All First < 1 of 1 > Last

Approval View All First < 1 of 1 > Last

Effective Date: 01/18/2004 PCS Action: Depart

Approval Status:

Originator ID:

Long Description:

Done Internet

Step	Action
6.	Click the Approved list item.

PCS Process Component - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help Links >>

Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders [New Window](#)

PCS Approval

EmplID: 1234567 Coasty, Joseph R. Empl Rcd Nbr:

View All First < 1 of 1 > Last

Approval View All First < 1 of 1 > Last

Effective Date: 01/18/2004 PCS Action: Depart

Approval Status:

Originator ID: 7766554

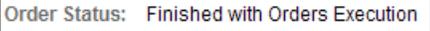
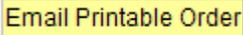
Long Description:

Done Internet

Direct Access Business Process Document

Reserve PCS Depart/Report

Step	Action
7.	<p>Notice there is no routing field. If further routing is needed click the Route for Approval link at the bottom of the page under the Depart/Report Mbr tab.</p> <p>Click the Ok button. </p>

Step	Action
8.	<p>Click the Save button.</p> <p>If further routing is needed click the <i>Route for Approval</i> link.</p> <p></p> <p></p>
9.	<p>Note the Order Status indicates "Finished".</p> <p>Click anywhere in the Order Status field to continue.</p> <p></p>
10.	To email a copy of the orders click the 
11.	End of Procedure.