

# PCS Orders-Report

## Overview

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### Introduction

This guide provides the procedures for completing a PCS Reporting endorsement, adding a TDY period within a PCS transfer and how to use the Amend Mode. Once a Reporting endorsement is approved, a job row is built in Job Data. The Job Data link can be found in the HR Data Shortcuts Pagelet.

**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.

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### Before you begin

The Reporting endorsement should not be completed before the member's orders and Departing endorsement have both been approved. See the [PCS Orders](#) or the [PCS Orders-Depart](#) guide for more information.

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### After the Reporting endorsement is approved

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.

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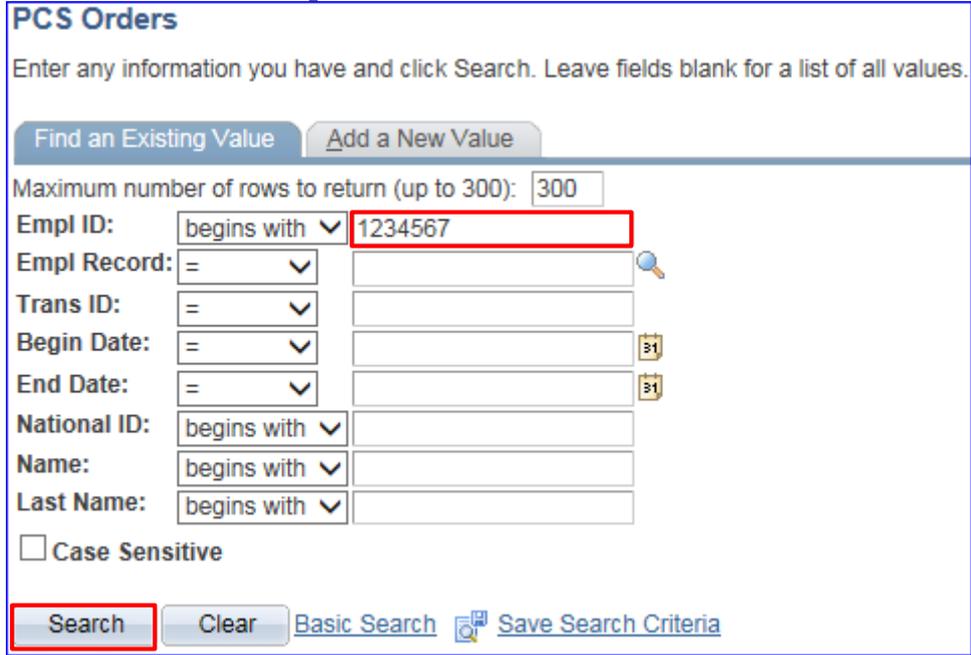
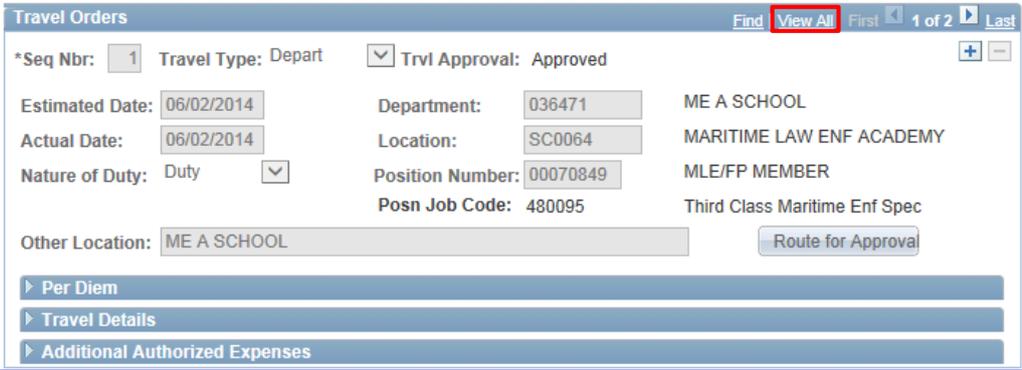
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# Reporting Endorsement

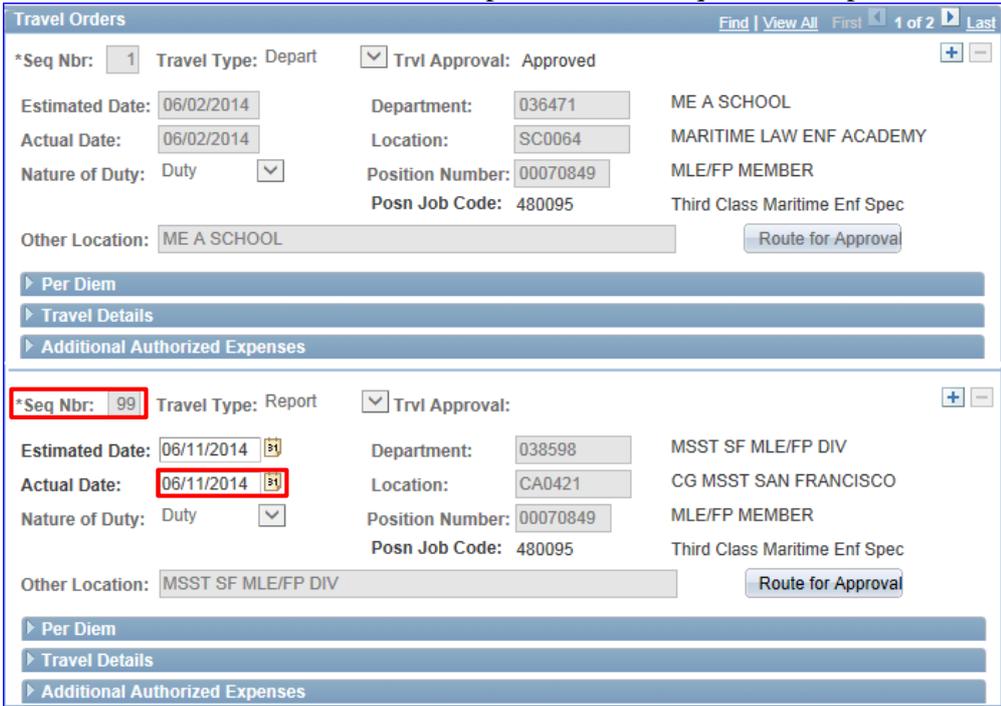
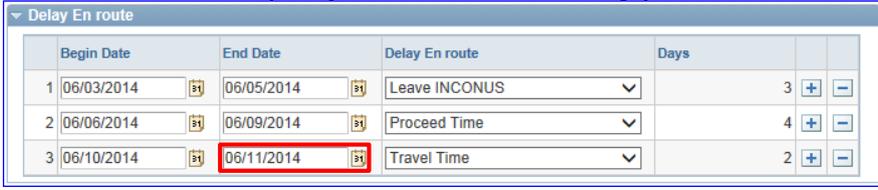
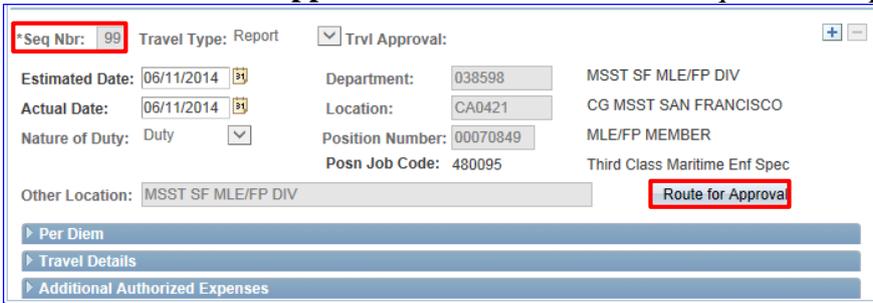
**Procedures** This sections provides the procedures on how to complete a PCS Reporting endorsement in Direct Access.

Step	Action
1	<p>Click on the <b>PCS Orders</b> link in the Orders Pagelet.</p> 
2	<p>Enter the member's <b>Empl ID</b>. Then click <b>Search</b>.</p> 
3	<p>Select the <b>View All</b> link in the Travel Orders section to open both travel rows.</p> 

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# Reporting Endorsement, Continued

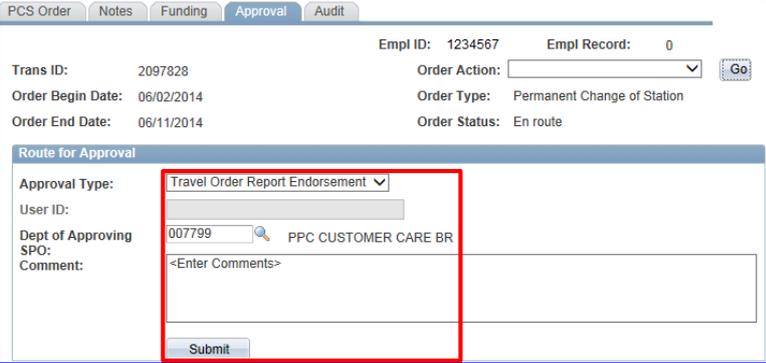
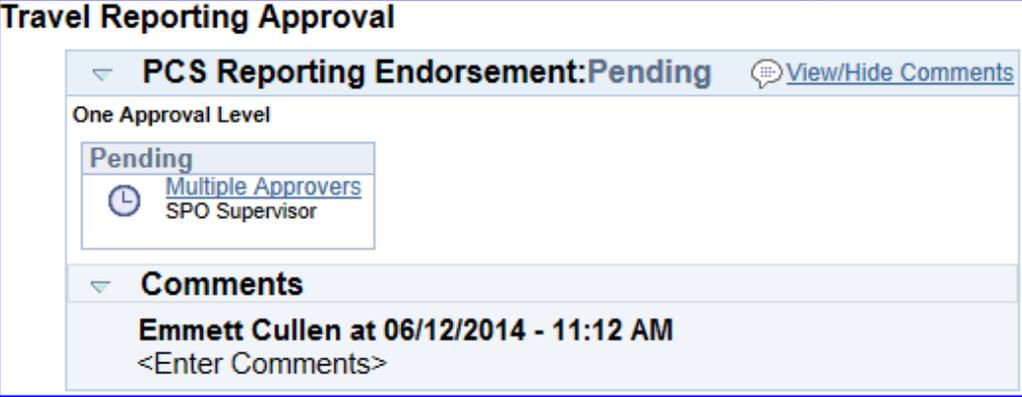
Procedures,  
continued

Step	Action																												
<p><b>4</b></p>	<p>Enter the <b>Actual Date</b> the member reported in the Seq Nbr 99 Report row.</p>  <p>The screenshot shows the 'Travel Orders' interface with two report rows. The first row (Seq Nbr: 1) is for a 'Depart' travel type. The second row (Seq Nbr: 99) is for a 'Report' travel type. In the second row, the 'Actual Date' field is highlighted with a red box, showing the date 06/11/2014. Other fields like 'Estimated Date', 'Department', 'Location', 'Position Number', and 'Posn Job Code' are also visible for both rows.</p>																												
<p><b>5</b></p>	<p>The Actual Report Date needs to be the same as the last End Date in the Delay En route. If necessary, adjust the dates accordingly.</p>  <p>The screenshot shows a table titled 'Delay En route' with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delay En route</th> <th>Days</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>06/03/2014</td> <td>06/05/2014</td> <td>Leave INCONUS</td> <td>3</td> <td>+</td> <td>-</td> </tr> <tr> <td>2</td> <td>06/06/2014</td> <td>06/09/2014</td> <td>Proceed Time</td> <td>4</td> <td>+</td> <td>-</td> </tr> <tr> <td>3</td> <td>06/10/2014</td> <td>06/11/2014</td> <td>Travel Time</td> <td>2</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>The 'End Date' for the third row (06/11/2014) is highlighted with a red box.</p>		Begin Date	End Date	Delay En route	Days			1	06/03/2014	06/05/2014	Leave INCONUS	3	+	-	2	06/06/2014	06/09/2014	Proceed Time	4	+	-	3	06/10/2014	06/11/2014	Travel Time	2	+	-
	Begin Date	End Date	Delay En route	Days																									
1	06/03/2014	06/05/2014	Leave INCONUS	3	+	-																							
2	06/06/2014	06/09/2014	Proceed Time	4	+	-																							
3	06/10/2014	06/11/2014	Travel Time	2	+	-																							
<p><b>6</b></p>	<p>Click the <b>Route for Approval</b> button located in the Seq Nbr 99 Report row.</p>  <p>The screenshot shows the 'Travel Orders' interface for the 'Report' row (Seq Nbr: 99). The 'Route for Approval' button is highlighted with a red box.</p>																												

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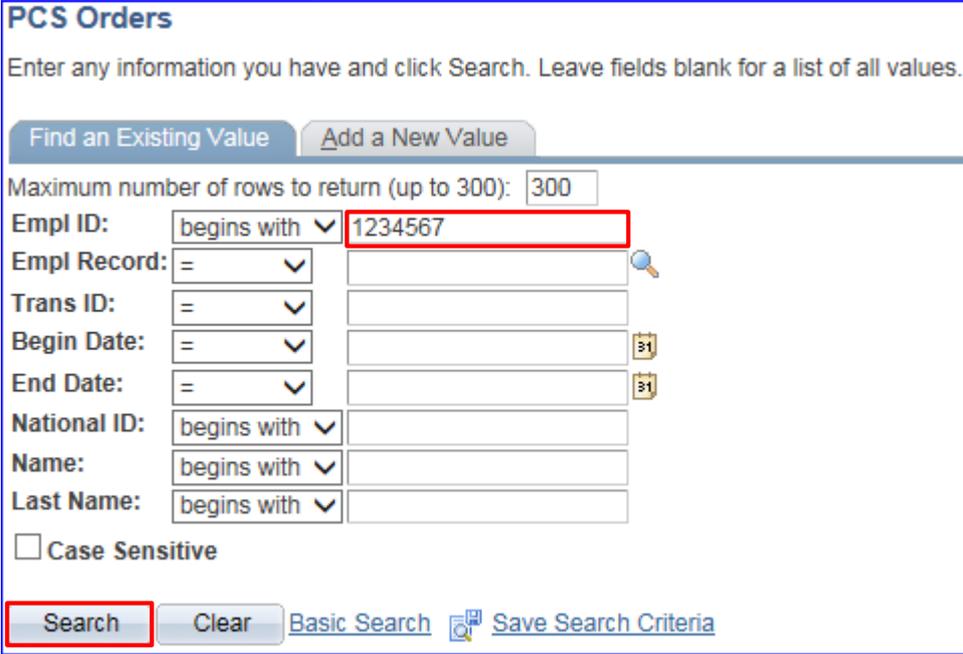
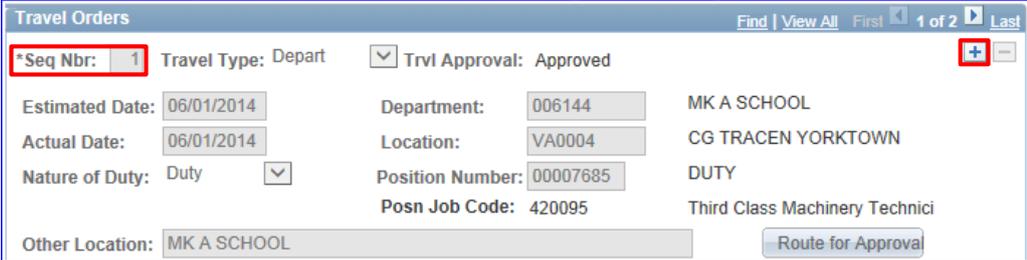
# Reporting Endorsement, Continued

Procedures,  
continued

Step	Action
7	<p>The Approval Type will default to <b>Travel Order Report Endorsement</b>. Verify the Deptid of the Approving SPO is correct. Now click <b>Submit</b>.</p>  <p>Once submitted, this will appear to show it's been routed for approval.</p> 

# Unplanned Temporary Duty En Route

**Procedures** This section provides the procedures on how to add a TDY Travel period after a member has departed their old PDS.

Step	Action
1	<p>Click on the <b>PCS Orders</b> link in the Orders Pagelet.</p> 
2	<p>Enter the member's <b>Empl ID</b>. Then click <b>Search</b>.</p> 
3	<p>Then click the <b>plus</b> button located in the <b>Seq Nbr 1</b> Depart row.</p> 

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# Unplanned Temporary Duty En Route, Continued

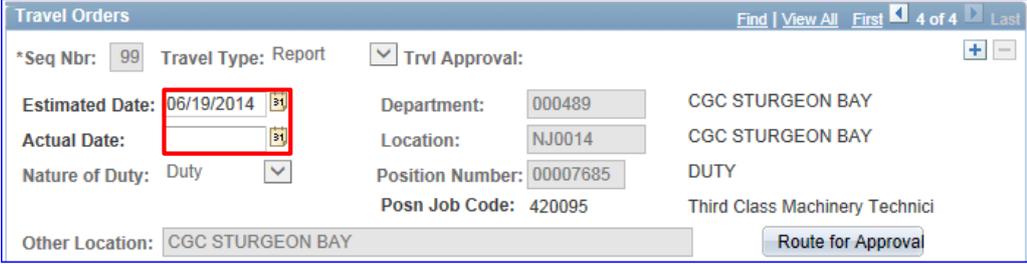
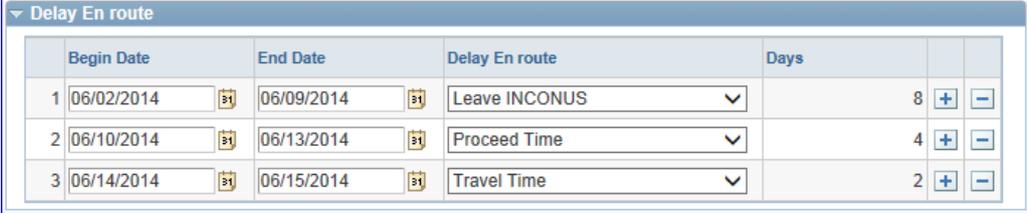
Procedures,  
continued

Step	Action
<p><b>4</b></p>	<p>Change the <b>Seq Nbr to 2</b> and the <b>Travel Type to Report</b>. Enter the same date for the Estimated and Actual dates. Select <b>TEMDU</b> for the Nature of Duty. Then fill out the <b>Department, Location and Position Number</b> of the TDY site. When finished, click the plus button to add another travel row.</p> <div data-bbox="363 633 1390 898" data-label="Form"> </div> <p><b>Note: For Active Duty members:</b> Place the member in an Active Duty unbudgeted position at the unit they reported into. If there is not an unbudgeted position for that unit, place the member in any Active Duty position at that unit (even if it is already filled).</p> <p><b>For Reserve members:</b> Place the member in a Reserve unbudgeted position at the unit they reported into. If there is not an unbudgeted position for that unit, place the member in any Reserve position at that unit (even if it is already filled).</p>
<p><b>5</b></p>	<p>Change this <b>Seq Nbr to 98</b> (use 3 if you have additional TDY periods to enter) and the <b>Travel Type to Depart</b>. Enter the Estimated Date (and Actual Date, if known) the member is to depart the TDY site. Select <b>TEMDU</b> for the Nature of Duty and enter the <b>Department, Location and Position Number</b> of the TDY site. Then select the arrow to go to the <b>Seq Nbr 99</b> Report row.</p> <div data-bbox="363 1413 1390 1677" data-label="Form"> </div> <p><b>Note:</b> Use the same position number that was used in <b>Step 4</b>.</p>

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# Unplanned Temporary Duty En Route, Continued

Procedures,  
continued

Step	Action
6	<p>Update the member's <b>Estimated Date</b> to report to their permanent unit in the Seq Nbr 99 Report row. If the member is checking in to their new PDS, enter the Actual Date as well.</p> 
7	<p>If necessary, update the member's <b>Delay En route</b> so that there are no dates that overlap with the TDY period.</p>  <p><b>Note:</b> The Actual Day of Report option may have to be used in the Delay En route if the TDY departure date is not the same as the Actual report date at the new PDS.</p>
8	<p>Select the <b>Route for Approval</b> button located in the <b>Seq Nbr 2</b> Report row.</p>  <p><b>Note:</b> If <b>all</b> of the Actual Report dates are entered, select the Route for Approval button from the last travel row, Seq Nbr 99.</p>

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# Unplanned Temporary Duty En Route, Continued

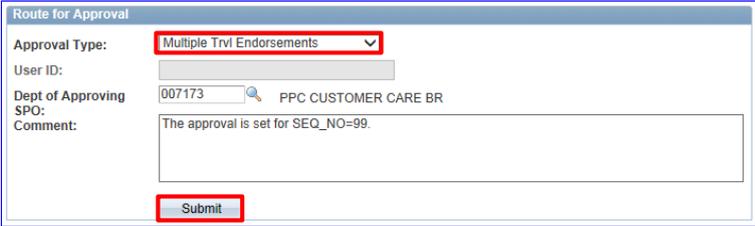
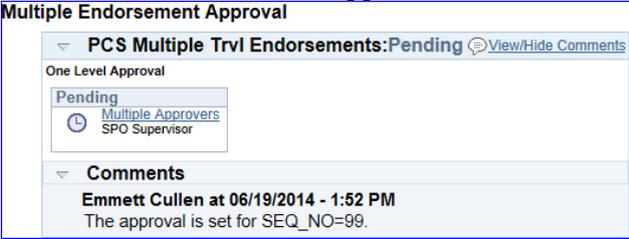
Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>The Approval Type will default to <b>Travel Order Report Endorsement</b> (Multiple Trvl Endorsements if routing from the last Seq Nbr). Click <b>Submit</b>.</p> <div data-bbox="363 562 1390 864" style="border: 1px solid blue; padding: 5px;"> <p><b>Route for Approval</b></p> <p>Approval Type: <span style="border: 1px solid red; padding: 2px;">Travel Order Report Endorsement</span></p> <p>User ID: <input type="text"/></p> <p>Dept of Approving: <input type="text" value="007173"/> SECTOR MIAMI</p> <p>SPO: <input type="text"/></p> <p>Comment: <input type="text" value="&lt;Enter Comments&gt;"/></p> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">Submit</span></p> </div>
<p><b>10</b></p>	<p>If the Actual report date to the new PDS was not previously entered, after the member has departed the TDY site and has reported to their permanent unit, go back into the transaction to enter the <b>Actual Depart</b> and <b>Report Dates</b>. When finished, select the <b>Route for Approval</b> button located in the <b>Seq Nbr 99</b> Report row.</p> <div data-bbox="363 1088 1374 1693" style="border: 1px solid blue; padding: 5px;"> <p>*Seq Nbr: <input type="text" value="98"/> Travel Type: <span style="border: 1px solid gray; padding: 2px;">Depart</span> Trvl Approval: <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="06/18/2014"/> Department: <input type="text" value="002445"/> TRACEN C MAY FAC ENG DIV</p> <p>Actual Date: <span style="border: 1px solid red; padding: 2px;">06/18/2014</span> Location: <input type="text" value="NJ0015"/> CG TRACEN CAPE MAY</p> <p>Nature of Duty: <span style="border: 1px solid gray; padding: 2px;">TEM DU</span> Position Number: <input type="text" value="00000026"/> ENG/TACTICAL BCM</p> <p>Posn Job Code: 420095 Third Class Machinery Technici</p> <p>Other Location: <input type="text"/> <span style="float: right;"><span style="border: 1px solid gray; padding: 2px;">Route for Approval</span></span></p> <p><span style="background-color: #4f81bd; color: white; padding: 2px;">▶ Per Diem</span></p> <p><span style="background-color: #4f81bd; color: white; padding: 2px;">▶ Travel Details</span></p> <p><span style="background-color: #4f81bd; color: white; padding: 2px;">▶ Additional Authorized Expenses</span></p> <hr/> <p>*Seq Nbr: <input type="text" value="99"/> Travel Type: Report Trvl Approval: <span style="float: right;">+ -</span></p> <p>Estimated Date: <input type="text" value="06/19/2014"/> Department: <input type="text" value="000489"/> CGC STURGEON BAY</p> <p>Actual Date: <span style="border: 1px solid red; padding: 2px;">06/19/2014</span> Location: <input type="text" value="NJ0014"/> CGC STURGEON BAY</p> <p>Nature of Duty: <span style="border: 1px solid gray; padding: 2px;">Duty</span> Position Number: <input type="text" value="00007685"/> DUTY</p> <p>Posn Job Code: 420095 Third Class Machinery Technici</p> <p>Other Location: <input type="text" value="CGC STURGEON BAY"/> <span style="float: right;"><span style="border: 1px solid red; padding: 2px;">Route for Approva</span></span></p> </div> <p><b>Note:</b> Selecting the Route for Approval button located in the last travel row will route all pending travel rows for approval.</p>

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# Unplanned Temporary Duty En Route, Continued

Procedures,  
continued

Step	Action
11	<p>The Approval Type will default to <b>Multiple Trvl Endorsements</b>. Click <b>Submit</b>.</p> <div data-bbox="363 562 1118 788"></div> <p>Once submitted, this will appear to show it's been routed for approval.</p> <div data-bbox="363 860 992 1099"></div>