

PPC SPO Manual

Part IV, PCS Transfer

Overview

Introduction This Chapter covers the PCS transfer process.

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PPC SPO Manual

Part IV, PCS Transfer

Chapter 1, Airport Terminal

Overview

Introduction The Airport Terminal provides commands with the ability to view and process arrivals and departures of personnel. The Airport Terminal lists orders for all personnel. Use the [Airport Terminal By Employee](#) if you need to quickly verify the status of orders to an individual. Use the [Maintain Travel](#) orders function to view, modify and e-mail orders.

Getting Access to the Airport Terminal Access to the Airport Terminal is limited to authorized Command Users, Assignment Officers, PERSRU, HQ, CG PSC, TQC and Training Center staffs. To be designated a Command User complete a User Access Form and submit to PPC Personnel Support & Reporting (PS&R) at 785-339-2297. [Click here to open the access form \(CG 7421B\).](#)

1. Complete Items 1 through 6.
2. Choose the appropriate User Role -- "Command User".
3. Print the form
4. Have the authorization official sign and date item 8 (Note that "By direction" is not authorized. Only the CO/OIC, XO/XPO, Group Admin/Personnel Officer or a HQ/CG PSC/MLC/AREA/DIST Branch Chief may authorize system access).
5. User should sign and date item 10.
6. Fax form to Personnel Support and Reporting at 785-339-2297.

Retain the original form until the member/employee departs the unit (transfer, discharge, etc.), or the designation is otherwise terminated or revoked. To terminate Command User designation and privileges, have the member sign the acknowledgment in Section 3 of CG 7421B and fax to PPC (PS&R).

Contents This chapter contains the following topics.

Topic	See Page
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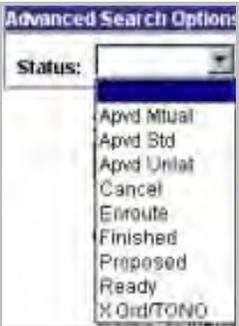
Using the Airport Terminal

Procedure Follow these steps to access the Airport Terminal.

Step	Action
1	Start Internet Explorer and enter the address for the site: See the Signing In topic if you need help getting started.
2	Enter your Operator ID and Password in the appropriate fields and click the Sign In button
3	<p>Select menu items in the following order: Home > Self Service > Self Service > Self Service for Commands > Use > Command Information or (for PERSRU and other non-Command Users) Home > Develop Workforce > Administer Training (GBL) > Inquire > Airport Panel Home > Develop Workforce > Plan Careers > Inquire > Arrivals And Departures</p> <p>See the Basic Navigation topic if you need help using menus.</p>
4	<p>The department lookup page will display. The relationship type field will show "Own unit only" and the department field will show your department ID number. Note: Depending on security settings in effect, the Department number displayed may be your sub-department and not your parent department. Click the  next to the department number to search for the correct department number. See Search Tips for more information on using the search page.</p> <div data-bbox="311 1131 826 1440" style="border: 1px solid gray; padding: 5px;"> <p>Command Information</p> <hr/> <p>Find an Existing Value</p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Relationship Type: <input style="border: none; background-color: #f0f0f0;" type="text" value="Own unit only"/> ▼</p> <p>Department: <input type="text" value="000450"/> </p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> </div> <p>Click the Search button to continue. If you have access to view data for other units (e.g. PCGSSCMD user), you may choose a different Relationship Type by clicking on the drop-down and enter the department ID in the department field.</p>

Functions to Use

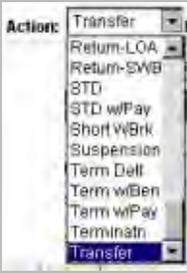
Functions The Airport Terminal has several functions to use when viewing data on arriving or departing personnel. The table below describes the functions of each button or link on the page.

Part	Function																				
	<p>Click the drop-down arrow and choose a column to sort the grid by.</p> 																				
	<p>Click the drop-down arrow and choose a status to search by. Leave this field blank if you wish to see all orders.</p> <p>If you just issued an approved set of regular orders, choose 'Apvd Std'. Here are the various statuses a set of orders could have:</p> <table border="1" data-bbox="461 934 1323 1633"> <thead> <tr> <th>Status</th> <th>Meaning</th> </tr> </thead> <tbody> <tr> <td>Apvd Mtual</td> <td>An approved mutual exchange of station.</td> </tr> <tr> <td>Apvd Std</td> <td>An approved set of regular orders.</td> </tr> <tr> <td>Apvd Unlat</td> <td>An approved order for a unilateral.</td> </tr> <tr> <td>Cancel</td> <td>Canceled orders</td> </tr> <tr> <td>Enroute</td> <td>Enroute (based on estimated departure date)</td> </tr> <tr> <td>Finished</td> <td>The member has departed the old unit and has reported into the new unit (Departing & Reporting Endorsements have processed).</td> </tr> <tr> <td>Proposed</td> <td>Orders in a proposed status</td> </tr> <tr> <td>Ready</td> <td>Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel. Note: Does not apply to recalls, fleet-ups and extensions. Status will remain "Aprd Std" for these types of orders since no endorsements or input by unit is required.</td> </tr> <tr> <td>X Ord/TONO</td> <td>Cancel the orders but keep the TONO active.</td> </tr> </tbody> </table>	Status	Meaning	Apvd Mtual	An approved mutual exchange of station.	Apvd Std	An approved set of regular orders.	Apvd Unlat	An approved order for a unilateral.	Cancel	Canceled orders	Enroute	Enroute (based on estimated departure date)	Finished	The member has departed the old unit and has reported into the new unit (Departing & Reporting Endorsements have processed).	Proposed	Orders in a proposed status	Ready	Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel. Note: Does not apply to recalls, fleet-ups and extensions. Status will remain "Aprd Std" for these types of orders since no endorsements or input by unit is required.	X Ord/TONO	Cancel the orders but keep the TONO active.
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X Ord/TONO	Cancel the orders but keep the TONO active.																				

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Functions to Use, Continued

Procedure

Part	Function
<p>From</p>	<p>Enter a beginning date to search for orders within a specified date range. Leave this field blank if you wish to see all orders.</p> <p> NOTE Leave this field blank to see separation and retirement orders. Entering a date in the “from” or “to” date fields stops separation or retirement orders from appearing in the Airport Terminal.</p>
<p>To:</p>	<p>Enter an ending date to search for orders within a specified date range. Leave this field blank if you wish to see all orders.</p> <p> NOTE Leave this field blank to see separation and retirement orders. Entering a date in the “from” or “to” date fields stops separation or retirement orders from appearing in the Airport Terminal.</p>
<p>From/To Usage Example</p>	<p>Arrivals - Enter the Estimated Report date range you are looking for - Estimated report date - From: 10/01/02 To: 12/31/02</p> <p>Departures - Enter the Estimated Departure date range you are looking for - Estimated departures - From: 10/01/02 To: 12/31/02</p>
<p></p>	<p>Click the drop-down arrow and choose an action to search by. Leave this field blank if you wish to see all orders.</p> <p>For PCS transfers if you choose an action of 'Transfer' and a reason of 'PCS Departure' that would be all you would see (If you leave this field blank, rows will be returned for all actions).</p>

Continued on next page

Functions to Use, Continued

Procedure (continued)

Part	Function																												
 <p>The Action and Reason fields are used together to locate orders. For example, if you only wanted to see PCS orders, you would choose “Transfer” from the Action field drop-down menu and select “DPT” (PCS Departure) from the Reason field lookup</p>	<p>Used with Action field. An action type must be selected before a reason type can be entered. Leave this field blank if you wish to see all orders. Click the  button to lookup a list of reason type codes. The example below shows codes used with action type of "transfer".</p> <div data-bbox="456 680 898 1402"> <p>Lookup Reason</p> <p>Action: Transfer</p> <p>Reason Code: <input type="text"/></p> <p>Description: <input type="text"/></p> <p>Lookup Clear Cancel Basic Lookup</p> <p>Search Results</p> <p>View All First 1-13 of 13 Last</p> <table border="1"> <thead> <tr> <th>Reason Code</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>224</td><td>PCS Assignment</td></tr> <tr><td>225</td><td>Susp Pay/Allow HADA Status</td></tr> <tr><td>DPO</td><td>PCS Assignment by OFCO</td></tr> <tr><td>DPT</td><td>PCS Departure</td></tr> <tr><td>EXT</td><td>Extension of Orders</td></tr> <tr><td>FLT</td><td>Fleet Up</td></tr> <tr><td>PCS</td><td>Permanent Change of Station</td></tr> <tr><td>RH1</td><td>Recall without a Break</td></tr> <tr><td>RH2</td><td>Recall W/Break</td></tr> <tr><td>RH3</td><td>Extension of Recall Orders</td></tr> <tr><td>RSV</td><td>Reserve Active Duty Assignment</td></tr> <tr><td>TDD</td><td>Temporary Duty Depart</td></tr> <tr><td>TDY</td><td>Temporary Duty</td></tr> </tbody> </table> </div>	Reason Code	Description	224	PCS Assignment	225	Susp Pay/Allow HADA Status	DPO	PCS Assignment by OFCO	DPT	PCS Departure	EXT	Extension of Orders	FLT	Fleet Up	PCS	Permanent Change of Station	RH1	Recall without a Break	RH2	Recall W/Break	RH3	Extension of Recall Orders	RSV	Reserve Active Duty Assignment	TDD	Temporary Duty Depart	TDY	Temporary Duty
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Functions to Use, Continued

Procedure (continued)

Part	Function																														
<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">Gen Info</div>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="10" style="background-color: #e0e0e0;">Gen Info Department Info Orders Info Process Orders </th> </tr> <tr> <th>Sel</th> <th>Emplid</th> <th>Name</th> <th>Rank</th> <th>Status</th> <th>Type</th> <th>Action</th> <th>Reason</th> <th>Status Dt</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Emplid</td> <td></td> <td>YN3</td> <td>Apvd Std</td> <td>Regular</td> <td>XFR</td> <td>PCS Depart</td> <td>6/1/2010</td> </tr> </tbody> </table> </div> <p>This tab shows the following data fields from orders.</p> <ul style="list-style-type: none"> Row Number Select Item (Sel) Employee ID (Emplid) link to member's orders (use this link to view the TON0) Name Rank Status of orders Type of Orders Action Code Reason for Orders Status Date 	Gen Info Department Info Orders Info Process Orders										Sel	Emplid	Name	Rank	Status	Type	Action	Reason	Status Dt		1	<input type="checkbox"/>	Emplid		YN3	Apvd Std	Regular	XFR	PCS Depart	6/1/2010
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Functions to Use, Continued

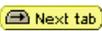
Procedure (continued)

Part	Function												
Orders Info	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; border: 1px solid #ccc; margin-bottom: 5px;"> Gen Info Department Info Orders Info Process Orders ☰▶ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sel</th> <th style="width: 10%;">Emplid</th> <th style="width: 45%;">Name</th> <th style="width: 15%;">Est Depart</th> <th style="width: 15%;">Est Report</th> <th style="width: 10%;">Position</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="checkbox"/> Emplid</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Click this tab to show the following data fields from orders.</p> <ul style="list-style-type: none"> Row Number Select Item (Sel) Employee ID (Emplid) link to member's orders (use this link to view the TON0) Estimated departure date Estimated reporting date Position Number the member is ordered to </div>	Sel	Emplid	Name	Est Depart	Est Report	Position	1	<input type="checkbox"/> Emplid				
Sel	Emplid	Name	Est Depart	Est Report	Position								
1	<input type="checkbox"/> Emplid												
Process Orders	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; border: 1px solid #ccc; margin-bottom: 5px;"> Gen Info Department Info Orders Info Process Orders ☰▶ </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sel</th> <th style="width: 10%;">Emplid</th> <th style="width: 45%;">Name</th> <th style="width: 15%;">Route To</th> <th style="width: 25%;">Route/Work</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"><input type="checkbox"/> Emplid</td> <td></td> <td style="text-align: center;"><input type="text"/> 🔍</td> <td style="text-align: center;">Route/Work</td> </tr> </tbody> </table> <p>Click this tab to show the following data fields from orders.</p> <ul style="list-style-type: none"> Row Number Select Item (Sel) Employee ID (Emplid) link to member's orders (use this link to view the TON0) Route To (Space to enter employee ID number of person to route orders to). Click the 🔍 button to lookup an employee ID numbers. Route/Work. If an employee ID number is entered in the Route To field, clicking the Route/Work button will add this order to the person's worklist. If the Route To field is left blank, clicking the button will open the order for processing. The Process Orders Tab allows users to open the order in the <i>Maintain Travel Orders</i> page where travel information, such as mode of travel, delay enroute, etc., can be entered. </div>	Sel	Emplid	Name	Route To	Route/Work	1	<input type="checkbox"/> Emplid		<input type="text"/> 🔍	Route/Work		
Sel	Emplid	Name	Route To	Route/Work									
1	<input type="checkbox"/> Emplid		<input type="text"/> 🔍	Route/Work									
	Click this button to display all columns (combines the data from the four tabs)												
	Click this button to return to a single tab view												

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Functions to Use, Continued

Procedure (continued)

Part	Function
	<p>Used in conjunction with the Select Check Box and CC field. Click this button after placing a check mark in the Sel column of orders you want copies of and entering your email address in the CC field.</p> <p>Orders will be delivered as email attachments to the email address you have entered in the "CC" field.</p> <p>The orders are in Adobe Acrobat format (PDF) on form CG-5131.</p> <p>If more than one set of orders is selected, be sure to also check the bundle box (below) to include all the orders in a single e-mail.</p> <p> Warning: Do not use a non USCG.MIL/DHS.GOV address as your business or "CC" email address. Directing system-generated emails to personal accounts hosted by internet service providers is prohibited.</p> <p> Make sure your workstation is setup to allow e-mail from Direct-Access. Check your Junk E-mail Option, in MS Outlook, by going to Actions>Junk E-mail>Junk E-mail Options. Make sure the box next to "Permanently delete Junk E-mail" is NOT checked. Then, add do_not_reply@hr.direct-access.us to your Safe Senders list.</p>
	<p>Used in conjunction with the Select Check Box and Email Selected Items button. Check this box if you would prefer to selected multiple orders in a single email message.</p>
	<p>Used in conjunction with the Select Check Box, Email Selected Items button, and the Bundle Check Box. Enter an email address in this field to send copies of selected orders to.</p>
	<p>Save (not used)</p>
	<p>Moves to the next tab</p>
	<p>Moves to the previous tab</p>
	<p>Returns you to the Department Search Page.</p>

Airport Terminal by Employee ID

Introduction

Introduction

The Airport Terminal by Employee ID provides a quick and easy way to locate orders on an individual member/employee. You will need to use the [Airport Terminal](#) (by department ID) or [Process Orders](#) functions to get a copy of the orders via email. This application only provides a summary of the orders data.

Procedure

Start Internet Explorer, sign into Direct Access and follow these steps to complete this procedure.

Step	Action																																																												
1	Select menu items in the following order (note, see the Basic Navigation topic for help on using menus): Home > Develop Workforce > Administer Training > Inquire > Airport Terminal by Employee																																																												
2	Enter the Emplid for the person you want to lookup and click the  button. When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.																																																												
3	The Airport Terminal by Employee ID page will display. If the member has received any orders in the system they will be displayed. Click the Tabs to view the order information. You can click the  button to display the data from all the tabs at one time. <table border="1" data-bbox="285 1293 1529 1545"> <thead> <tr> <th colspan="2">Gen Info</th> <th colspan="2">Department Info</th> <th colspan="2">Date Info</th> <th colspan="2">Orders Info</th> <th colspan="2">Course Info</th> <th colspan="2"></th> </tr> <tr> <th></th> <th>EmplID</th> <th>Type</th> <th>Rank</th> <th>Status</th> <th></th> <th>Reason Desc</th> <th>Action Date</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1234567</td> <td>Regular</td> <td>YNC</td> <td>Finished</td> <td></td> <td>Extension</td> <td>12/19/2007</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>1234567</td> <td>Regular</td> <td>YNC</td> <td>Finished</td> <td></td> <td>Extension</td> <td>01/16/2009</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>1234567</td> <td>Regular</td> <td>YNC</td> <td>Apvd Std</td> <td></td> <td>PCS Depart</td> <td>07/06/2010</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Click on the Employee ID link to view the orders detail page.</p>	Gen Info		Department Info		Date Info		Orders Info		Course Info					EmplID	Type	Rank	Status		Reason Desc	Action Date					1	1234567	Regular	YNC	Finished		Extension	12/19/2007					2	1234567	Regular	YNC	Finished		Extension	01/16/2009					3	1234567	Regular	YNC	Apvd Std		PCS Depart	07/06/2010				
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Airport Terminal by Employee ID, Continued

Procedure (continued)

Step	Action
3	<p>It will open in a new window, close it to return to the Airport Terminal by Employee ID page.</p> <div data-bbox="289 520 1446 1528" style="border: 1px solid black; padding: 5px;"> <p>Member Order Details</p> <p>ID/Rec/SSN: 1234567 / 0 / 123 45 6789 Action: Transfer Rank/Name: YNC / Reason: PCS Depart DeptID: 006533 / TRAVEL BR Est Depart: 07/01/2010 Report: 08/01/2010 Job Code: 436092 / Chief Yeoman Status: Appvd Standard</p> <p>Entered By:</p> <p>TDY Orders</p> <p>Course: / Session #: Facility:</p> <p>SEP / RET Orders</p> <p>Rqst Type: / Sep Effdt: Rqst Status: <input type="checkbox"/> Amended</p> <p>PCS Orders View All First ◀ 1 of 1 ▶ Last</p> <p>Dept: 000210 / CG AIRSTA Depart: 07/01/2010 Position: 00011444 / PERSRU/SPO - CHIEF Report: 08/01/2010 Training Program (Position Required Training)</p> <p>TONO and Accounting Information First ◀ 1 of 1 ▶ Last</p> <p>PCS Travel Order 121405AA25000 2P001299210RA780402104 6215.16</p> <p>Comments View All First ◀ 1 of 3 ▶ Last</p> <p>OBLIGATED SERVICE: Refer to PERSMAN, COMDTINST M1000.6 (Series), Arts 4.B.6. or 4.E.2.a. (as applicable) for OBLISERV requirements. Notify PSC-epm-2 and PSC-epm-1 immediately if member declines to reenlist or extend to meet minimum OBLISERV.</p> </div>
4	<p>Click the  button to lookup orders on another individual or use the menu links to use another application or to sign out of the system.</p>

PPC SPO Manual

Part IV, PCS Transfer

Chapter 2, PCS Orders

Overview

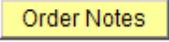
Introduction This Chapter provides the procedures for completing Permanent Change Of Station (PCS) Travel Orders. These procedures are for Permanent Duty (PERMDU), Temporary Duty (TEMDU), and inter/intra office transfers of active duty members.

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 Guide: PCS Orders
[DA On Line Help Guide - PCS Orders](#)
-

Airport Terminal Travel Orders issued by the Assignment Officer appear on the Airport Terminal. See Part I, Chapter 1 for detailed information on the [Airport Terminal](#).

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 CG PSC (opm/epm/rpm) or the District (dxr) 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.

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Overview, Continued

Contents

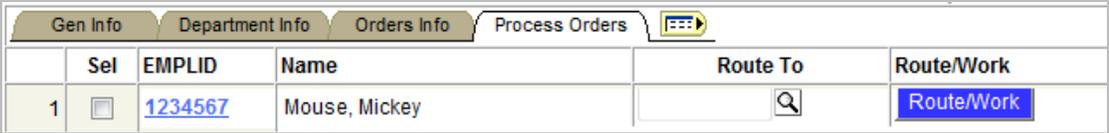
This chapter contains the following topics.

Topic	See Page
Completing PCS Travel Orders	IV-2-3
Approving PCS Travel Orders	IV-2-11
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Extensions	IV-2-15
Cancellation of PCS Orders	IV-2-17

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 Log into Direct Access and follow these steps to access PCS Travel Orders

Step	Action												
<p>1</p>	<p>Orders can be access by the menu paths; From your Worklist (if your supervisor routed them to you from the Airport Terminal). By selecting menu items in the following order:</p> <p><u>Home >Administer Workforce>Track Global Assignments (GBL)>Use>PCS Orders</u> <u>Home >Develop Workforce>Plan Careers>Inquire>Arrivals and Departures</u></p> <p>Airport Terminal menu path of - <u>Home>Self Service>Self Service for Commands>Use>Command Information</u> - 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 in Part I, Chapter 1 or this manual.</p>												
<p>2</p>	<p>At the Departures listing screen. Click the Process Orders tab. Process Orders..</p>  <table border="1" data-bbox="342 1220 1430 1339"> <thead> <tr> <th>Gen Info</th> <th>Department Info</th> <th>Orders Info</th> <th>Process Orders</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>1234567</td> <td>Mouse, Mickey</td> <td>006533</td> <td>TRAVEL BR</td> <td>000210</td> <td>CG AIRSTA</td> </tr> </tbody> </table>	Gen Info	Department Info	Orders Info	Process Orders	1	<input type="checkbox"/>	1234567	Mouse, Mickey	006533	TRAVEL BR	000210	CG AIRSTA
Gen Info	Department Info	Orders Info	Process Orders										
1	<input type="checkbox"/>	1234567	Mouse, Mickey	006533	TRAVEL BR	000210	CG AIRSTA						
<p>3</p>	 <p>Click the Route/Work button of the Employee ID for the Orders you wish to complete. <i>Can also be used for Supervisors routing work to personnel within the SPO</i></p>												

Continued on next page

Completing PCS Travel Orders, Continued

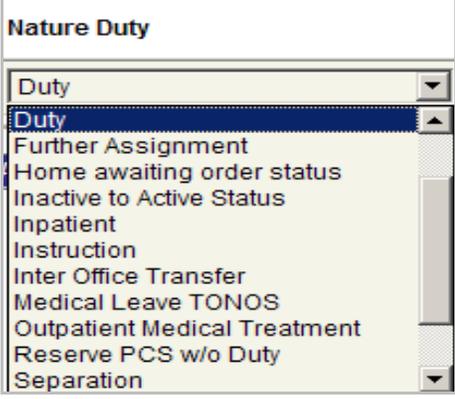
Procedure (cont'd)

Step	Action	
3 (cont) NOTE	Status of Orders:	
	Status	Meaning
	Apvd Mtual	An approved mutual exchange of station.
	Apvd Std	An approved set of regular orders.
	Apvd Unlat	An approved order for a unilateral.
	Cancel	Canceled orders
	Enroute	Enroute (based on estimated departure date)
	Finished	The member has departed the old unit and has reported into the new unit (JUMPS 8C's have processed).
	Proposed	Orders in a proposed status
	Ready	Indicates the orders have been worked (member specific changes have been made to the orders) and the orders are now 'Ready' for the member to travel. Note: Orders for extensions and fleet ups will not change to a ready status because travel entitlements are not applicable.
X Ord/TONO	Cancel the orders but keep the TONO active.	
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: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Authorizing Official (Name, Rate/Rank): <input style="width: 150px; height: 20px;" type="text"/> </div>	

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Completing PCS Travel Orders, Continued

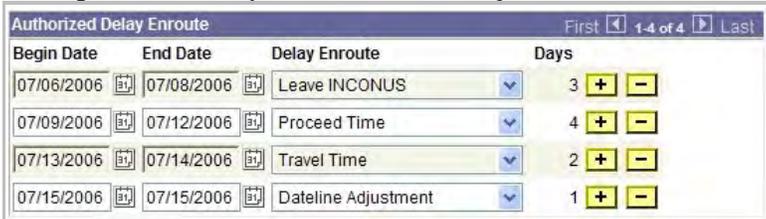
Procedure (cont'd) (continued)

Step	Action
6	<p>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.</p> 
7	<p>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.</p> <p>Scroll down to the Authorized Delay Enroute Section. Click in the Begin Date field  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.)</p> <p>To toggle through months and years click </p>
8	<p>Click in the End Date field  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.</p>

Continued on next page

Completing PCS Travel Orders, Continued

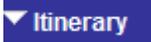
Procedure (continued)

Step	Action																																				
9	<p>Click the Delay Enroute dropdown button to view and select from the list. Select the type of delay authorized for the dates entered.</p> <table border="1" data-bbox="302 506 1440 1570"> <thead> <tr> <th data-bbox="302 506 656 541">Delay</th> <th data-bbox="664 506 1440 541">Use</th> </tr> </thead> <tbody> <tr> <td data-bbox="302 541 656 653">Travel Time</td> <td data-bbox="664 541 1440 653">If member is authorized travel time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized</td> </tr> <tr> <td data-bbox="302 653 656 764">Proceed Time</td> <td data-bbox="664 653 1440 764">If member is authorized proceed time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td data-bbox="302 764 656 875">Leave INCONUS</td> <td data-bbox="664 764 1440 875">If member is authorized leave INCONUS, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td data-bbox="302 875 656 987">Leave OCONUS</td> <td data-bbox="664 875 1440 987">If member is authorized leave OUTCONUS, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td data-bbox="302 987 656 1098">Compensatory Absence</td> <td data-bbox="664 987 1440 1098">If member is authorized compensatory absence, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td data-bbox="302 1098 656 1209">Non-Chargeable Absence</td> <td data-bbox="664 1098 1440 1209">If member is authorized non-chargeable absence, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td data-bbox="302 1209 656 1570">Dateline Adjustment</td> <td data-bbox="664 1209 1440 1570">If the member crossed the international dateline, enter the inclusive date (in steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date. For members traveling East to West, use the date the member departed their PDS. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal authorized delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01. The balance must equal authorized delay total.</td> </tr> </tbody> </table> <p data-bbox="313 1577 1117 1612">Example PCS Delay With Dateline Adjustment (West to East):</p>  <table border="1" data-bbox="313 1612 1079 1831"> <thead> <tr> <th data-bbox="313 1654 440 1675">Begin Date</th> <th data-bbox="448 1654 574 1675">End Date</th> <th data-bbox="583 1654 829 1675">Delay Enroute</th> <th data-bbox="837 1654 899 1675">Days</th> </tr> </thead> <tbody> <tr> <td data-bbox="313 1682 440 1703">07/06/2006</td> <td data-bbox="448 1682 574 1703">07/08/2006</td> <td data-bbox="583 1682 829 1703">Leave INCONUS</td> <td data-bbox="837 1682 899 1703">3</td> </tr> <tr> <td data-bbox="313 1713 440 1734">07/09/2006</td> <td data-bbox="448 1713 574 1734">07/12/2006</td> <td data-bbox="583 1713 829 1734">Proceed Time</td> <td data-bbox="837 1713 899 1734">4</td> </tr> <tr> <td data-bbox="313 1745 440 1766">07/13/2006</td> <td data-bbox="448 1745 574 1766">07/14/2006</td> <td data-bbox="583 1745 829 1766">Travel Time</td> <td data-bbox="837 1745 899 1766">2</td> </tr> <tr> <td data-bbox="313 1776 440 1797">07/15/2006</td> <td data-bbox="448 1776 574 1797">07/15/2006</td> <td data-bbox="583 1776 829 1797">Dateline Adjustment</td> <td data-bbox="837 1776 899 1797">1</td> </tr> </tbody> </table>	Delay	Use	Travel Time	If member is authorized travel time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized	Proceed Time	If member is authorized proceed time, enter the inclusive dates (in steps 7 and 8) for the number of days the member is authorized.	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Completing PCS Travel Orders, Continued

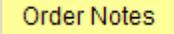
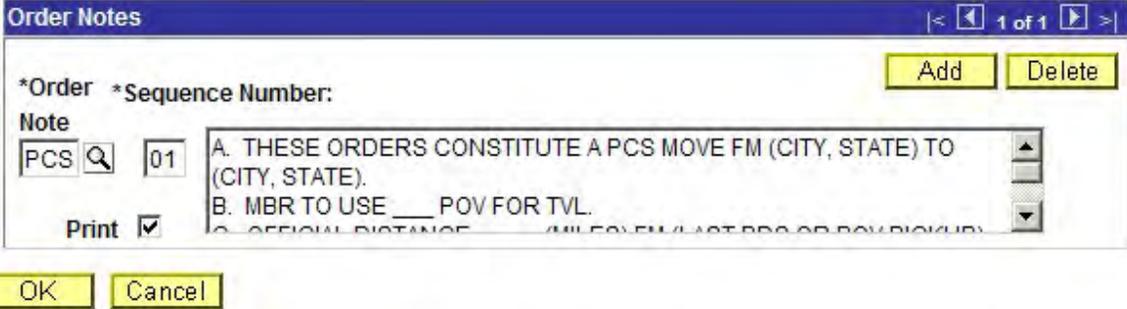
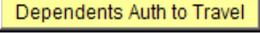
Procedure (continued)

Step	Action						
10	<p>Scroll down to the  section and Click the Duty tab. .</p> <table border="1" data-bbox="297 527 1430 726"> <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)
Field	Description						
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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="289 827 1430 1079" style="border: 1px solid gray; padding: 5px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid gray; padding: 5px;"> Primary Mode of Travel <input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Gov't Owned Conveyance <input type="checkbox"/> Privately Owned Conveyance (POC) <input type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input style="width: 40px;" type="text"/> </td> <td style="width: 50%; border: 1px solid gray; padding: 5px;"> Primary Mode of Transportation <input type="radio"/> Air <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorcycle <input type="radio"/> Train <input type="radio"/> Vessel </td> </tr> </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 <input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement) <input type="checkbox"/> Gov't Transportation Account (GTA) <input type="checkbox"/> Gov't Owned Conveyance <input type="checkbox"/> Privately Owned Conveyance (POC) <input type="radio"/> Gov't Advantageous <input type="radio"/> Not to exceed cost of GTR \$ <input style="width: 40px;" type="text"/>	Primary Mode of Transportation <input type="radio"/> Air <input type="radio"/> Bus <input type="radio"/> Car <input type="radio"/> Motorcycle <input type="radio"/> Train <input type="radio"/> Vessel				
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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 1577 1209 1780" style="border: 1px solid gray; padding: 5px;"> <p>Microsoft Internet Explorer ✕</p> <p> Delete current/selected rows from this page? The delete will occur when the transaction is saved.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>						

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Completing PCS Travel Orders, Continued

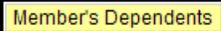
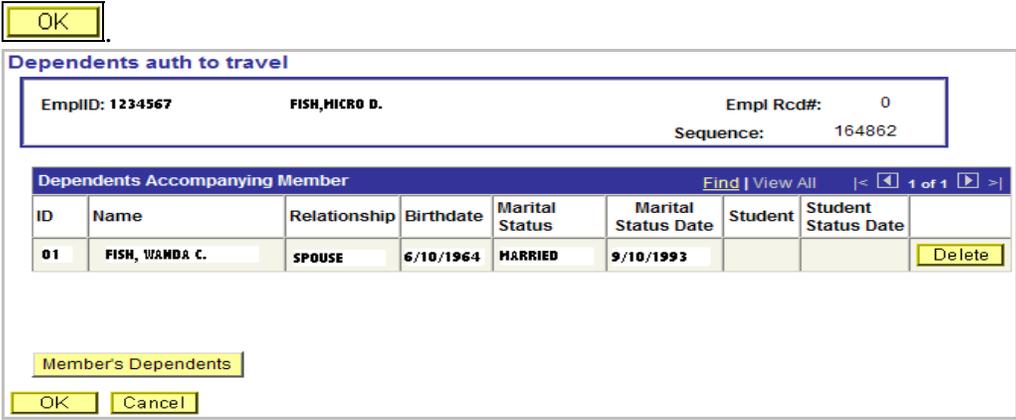
Procedure (continued)

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> 

Continued on next page

Completing PCS Travel Orders, Continued

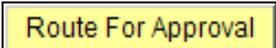
Procedure (continued)

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-D of the Coast Guard Pay Manual, COMDTINST M7220.29(series). Note: Per JFTR U5201-B.2f, a member is not entitled to PCS travel allowances for a dependent child who is not under the member’s legal custody and control on the PCS order effective date (See JFTR par. U5215-J for travel authorization when legal custody and/or control changes after the PCS order effective date).</p>
19	<p>To Select members authorized to travel on the Travel Orders, click the Selected option. <input type="checkbox"/>. Once selected, a check mark will appear next to the Dependents Name. <input checked="" type="checkbox"/>. 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></p>

Continued on next page

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

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. <div data-bbox="337 932 1417 1220" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Item Name</th> <th colspan="5">Work List Filters: <input type="text"/></th> </tr> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="7">Worklist</th> </tr> <tr> <th>From</th> <th>Date From</th> <th>Work Item</th> <th>Description</th> <th>Link</th> <th>Mark Worked</th> <th>Reassign</th> </tr> </thead> <tbody> <tr> <td>1 John A. Spartan</td> <td>12/16/2003</td> <td>Orders PCS</td> <td>PCS ORDERS</td> <td>1234567, 0, 0123456 Fish, Micro D</td> <td><input type="button" value="Mark Worked"/></td> <td><input type="button" value="Reassign"/></td> </tr> <tr> <td>2 John A. Spartan</td> <td>03/17/2004</td> <td>Orders PCS</td> <td>PCS ORDERS</td> <td>0002345, 0 0012350 Suave, Rice A</td> <td><input type="button" value="Mark Worked"/></td> <td><input type="button" value="Reassign"/></td> </tr> </tbody> </table> </div>	Item Name		Work List Filters: <input type="text"/>					Worklist							From	Date From	Work Item	Description	Link	Mark Worked	Reassign	1 John A. Spartan	12/16/2003	Orders PCS	PCS ORDERS	1234567, 0, 0123456 Fish, Micro D	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>	2 John A. Spartan	03/17/2004	Orders PCS	PCS ORDERS	0002345, 0 0012350 Suave, Rice A	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>
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2	Click on the Travel Orders Tab <input type="button" value="Travel Orders"/> . Verify all PCS information is correct. Then click on the <input type="button" value="Route/Approval"/> button located at the bottom of the screen.																																			

Continued on next page

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. – <div data-bbox="337 785 1430 1318" style="border: 1px solid gray; padding: 5px;"> <p>PCS Routing & Travel Approval</p> <p>EmplID: 0012345 Fisch, 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.

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: Apvd Std From: To: Action: Transfer Reason: FLT

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: 04/03/2005	Departing Approval	

Actual Report and Depart Dates

Actual Report Date: 04/03/2005

Continued on next page

Interoffice Transfers – Fleet-Ups, Continued

Output

These steps are required to process the position change and 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.

Extensions

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

Discussion CG PSC (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 to see if the AO specified any obligated service or other requirements for the extension before you approve the orders.

Note: Standard Orders Notes entered by the CG PSC (opm/epm) or the District (dxr) shall not be modified or deleted by other users at the command or SPO.

Rotation Date 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.

Cancellation of PCS Orders

Introduction This section provides the process for cancelling a PCS order.

Process Follow this process to cancel a PCS Order:

Current Order Status is	Then
Approved or Ready	<p>Provide AO with reporting position-number and emplid of PCS Orders, and request the Orders to be Cancelled.</p> <ul style="list-style-type: none"> For those Orders that have a current status of Approved, the AO will use their Succession Plan application to change the Order Status to Cancel and no other action is needed by the SPO. For those Orders that have current status of Ready, the AO will use their Succession Plan application to change the Order Status to Cancel Order/Keep TONO (X Ord/TONO). After the status has been changed, the SPO should access the member's PCS orders page. If the order is still listed in the search results the SPO needs to change the Approval Status from Pending to Approved by clicking on the Route/Approval button and then saving the change. When saved successfully, the Order Status will change to Cancel. PCS Orders with an Order Status of Cancel will no longer be displayed in search results.
Enroute or Finished	<p>The SPO Supervisor must remove existing Actual Depart and/or Actual Report Date recorded on Depart/Report Mbr Page and Save changes successfully. This action will delete the endorsement(s) and will set the Status back to Ready. The AO can now cancel the orders.</p> <p><i>Note: Only SPO Supervisors/CGHRSUP role users may submit deletions to PCS Endorsement on Orders transactions.</i></p> <ul style="list-style-type: none"> Then, provide AO with reporting position-number and emplid of PCS Orders, and request the Orders to be Cancelled. After the AO has cancelled the order, the SPO should access the member's PCS orders page. If orders that were cancelled by the AO is still listed in the search results, the SPO needs to change the Approval Status from Pending to Approved by clicking the Route/Approval button then saving the change. When saved successfully, the Order Status will change to Cancel. PCS Orders with Order Status of Cancel will no longer display in the search results.

PPC SPO Manual

Part IV, PCS Transfer

Chapter 3, PCS Departing Endorsement on Orders

Overview

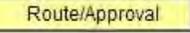
Introduction This section provides the procedure for completing the PCS Departing Endorsement on Orders transaction.

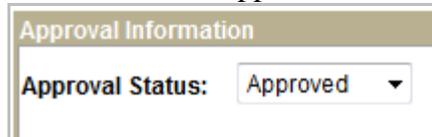
Corrections and Deletions Only SPO Supervisors/CGHRSUP role users may submit corrections or deletions to PCS Endorsement on Orders transactions.

If a mistake is made or you are directed by PPS (MAS) to delete and resubmit a departing endorsement, make the changes to the appropriate field(s) (change the Actual Depart date for example), and save.

If you need to delete a departing endorsement, clear the Actual Depart date field and save.

Before You Begin The departing endorsement cannot not be initiated or completed before the member's orders are 'worked' and approved. See the [PCS Travel Order](#) topic for more information. Verify that the orders are approved by:

1. Click the  button.
2. The PCS Routing & Travel Approval page will display. The status should be set to Approved.



The screenshot shows a dialog box titled "Approval Information". Inside the dialog, there is a label "Approval Status:" followed by a dropdown menu. The dropdown menu is currently set to "Approved".

- If the status is not approved (pending), change it to approved or enter the employee ID number of the SPO supervisor/CGHRSUP role user to route the orders to for approval.
4. Click OK to return to the Orders page.
-
-

Continued on next page

Overview, Continued

Terminating Direct Access User Roles

A member's DA access terminates automatically upon the SPO's approving a transfer (including "fleet-ups") or separation transaction.

- Access, to all but self-service applications, will automatically terminate when a military member departs on PCS orders.
 - All access to Direct Access will automatically be revoked when a military member is separated from the service or release from active duty or a civilian employee's employment is terminated.
-

Contents

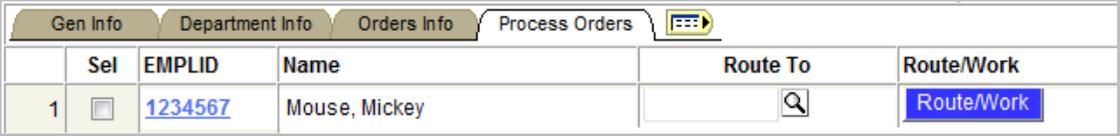
This chapter contains the following topics.

Topic	See Page
PCS Departing Endorsement Procedure	IV-4-3
Approval Procedure (CGHRSUP Role User)	IV-4-9

PCS Departing Endorsement Procedure

Introduction This section provides the procedure for completing the PCS departing endorsement on orders transaction.

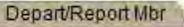
Procedure Follow these steps to complete the PCS departing endorsement on orders transaction.

Step	Action
1	<p>Locate the member's orders using the Airport Terminal.</p> <p>Click the <i>Process Orders</i> tab, then the <i>Route/Work</i> button</p>  <p>See the Using the Airport Terminal topic for more information about navigating the Airport Terminal and entering search criteria.</p> <p> You can also access the member's order using the following menu path:</p> <p style="padding-left: 40px;"><u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > <u>PCS Orders</u></p> <p>However, you need to ensure you are selecting the correct set of orders to work on from the search results. The order's status is not listed in the search results.</p> <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

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PCS Departing Endorsement Procedure, Continued

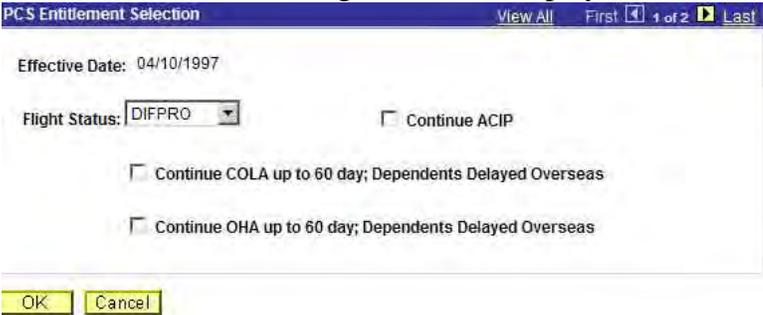
Procedure (continued)

Step	Action																														
2	The orders page will open in a new window. Click the  tab to access the endorsements page.																														
3	<p>Scroll down to the '<i>Original Departure Information</i>' section of the page and locate the Actual Depart Date field.</p> <div data-bbox="290 695 1427 945" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Original Departure Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Est. Depart Date: 06/01/2010</td> <td style="width: 33%;">Est. Report Date: 06/15/2010</td> <td style="width: 33%;">Sequence: 1446274</td> </tr> <tr> <td>Transfer Authority: Coast Guard Personnel Command</td> <td>Order Status: Ready for member to execute</td> <td></td> </tr> <tr> <td>Duty Type:</td> <td>Action: Transfer</td> <td>DPT PCS Departure</td> </tr> <tr> <td colspan="3">Departing Department: 000450 PPC Topeka</td> </tr> <tr> <td>Actual Depart Date: <input type="text"/></td> <td></td> <td>Departing Approval</td> </tr> </table> </div> <ul style="list-style-type: none"> Enter the date the member is departing or departed in Actual Depart Field. The 'Departing Approval' link will appear after you enter the Actual Depart Date. This link is used by CGHRSUP Role Users (SPO Supervisors/Auditors) to approve the Departing Endorsement, it not used to route the endorsement for approval. Continue with step 5 to route the endorsement to a CGHRSUP Role User for approval. <div data-bbox="290 1241 1427 1482" style="border: 1px solid #ccc; padding: 5px;"> <p>Original Departure Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Est. Depart Date: 06/01/2010</td> <td style="width: 33%;">Est. Report Date: 06/15/2010</td> <td style="width: 33%;">Sequence: 1446274</td> </tr> <tr> <td>Transfer Authority: Coast Guard Personnel Command</td> <td>Order Status: Ready for member to execute</td> <td></td> </tr> <tr> <td>Duty Type:</td> <td>Action: Transfer</td> <td>DPT PCS Departure</td> </tr> <tr> <td colspan="3">Departing Department: 000450 PPC Topeka</td> </tr> <tr> <td>Actual Depart Date: <input type="text" value="06/01/2010"/></td> <td></td> <td>Departing Approval</td> </tr> </table> </div>	Est. Depart Date: 06/01/2010	Est. Report Date: 06/15/2010	Sequence: 1446274	Transfer Authority: Coast Guard Personnel Command	Order Status: Ready for member to execute		Duty Type:	Action: Transfer	DPT PCS Departure	Departing Department: 000450 PPC Topeka			Actual Depart Date: <input type="text"/>		Departing Approval	Est. Depart Date: 06/01/2010	Est. Report Date: 06/15/2010	Sequence: 1446274	Transfer Authority: Coast Guard Personnel Command	Order Status: Ready for member to execute		Duty Type:	Action: Transfer	DPT PCS Departure	Departing Department: 000450 PPC Topeka			Actual Depart Date: <input type="text" value="06/01/2010"/>		Departing Approval
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PCS Departing Endorsement Procedure, Continued

Procedure (continued)

Step	Action
4	<p>Click the Departing Entitlements button.</p> <p> This section will not be available if the orders are for an inter-office/local transfer or Reserve change of drilling unit.</p> <p>For Officers, the following screen will display.</p>  <p>The officer's current flight status will be pre-filled in the FLIGHT STATUS BLOCK. To continue ACIP click in the Continue ACIP checkbox AND change the flight status to the flight status that will apply at the new duty station. IF THIS BLOCK IS NOT CHECKED on Departure, the officer's ACIP WILL STOP on the Departure Date. If the reporting endorsement is submitted with a different flight status ACIP will stop.</p> <p>For enlisted personnel, the following screen will display.</p>  <p>For officers and enlisted member's w/deps, authorized under Para. U9151, JFTR with approval from COMDT (CG-1222) to receive OUTCONUS COLA for 60 days after PCS departure, select "Continue COLA up to 60 day; Dependents Delayed Overseas."</p> <p>For officers and enlisted member's w/deps, authorized under Para. U9151, JFTR with approval from COMDT (CG-1222), to receive OUTCONUS OHA for 60 days after PCS Departure, Select "Continue OHA up to 60 day; Dependents Delayed Overseas."</p> <p>Click OK.</p>

Continued on next page

PCS Departing Endorsement Procedure, Continued

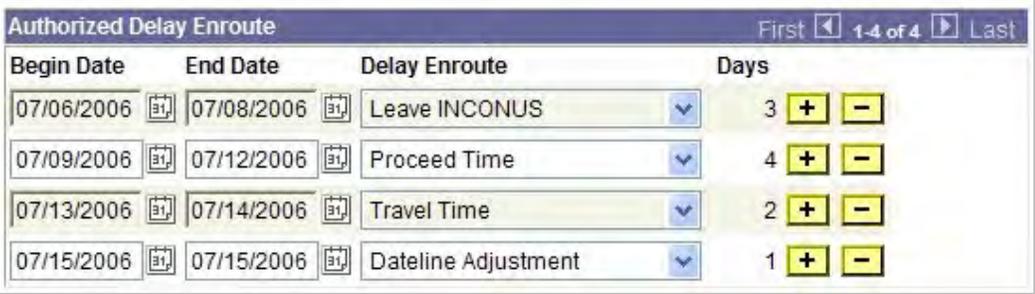
Procedure (continued)

Step	Action																																			
5	<p>Scroll down to the bottom of the page and click the 'Route For Approval' link. The PCS Routing & Travel Approval page will open.</p> <div data-bbox="289 543 1356 934" style="border: 1px solid gray; padding: 5px;"> <p>PCS Routing & Travel Approval</p> <p>EmplID: <input type="text"/></p> <hr/> <p>Approval Information</p> <p>Approval Status: <input type="text" value="Approved"/></p> <p>Originator ID: <input type="text"/></p> <p>Route to: <input type="text"/> <input type="button" value="Q"/></p> <p>Comments: <input type="text"/></p> </div> <ol style="list-style-type: none"> 1. Enter the CGHR SUP Role User's Employee ID number in the 'Route to' field. 2. Complete the comments section with any information you need to pass on to the approving official. 3. Click the OK button. <p>Instructions for approving the transaction follow this procedure.</p>																																			
6	<p>The Authorized Delay Enroute section can be modified at this time if there has been a change in the member's travel plans or an authorized delay was omitted when the orders were first approved.</p> <p><i>Example 1: Member Authorized One Day of Travel Time</i></p> <table border="1" data-bbox="289 1304 1187 1423"> <thead> <tr> <th colspan="4">Authorized Delay Enroute</th> <th style="text-align: right;">First <input type="button" value="◀"/></th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay Enroute</th> <th>Days</th> <th></th> </tr> </thead> <tbody> <tr> <td>07/29/2010</td> <td>07/31/2010</td> <td>Travel Time</td> <td>3</td> <td></td> </tr> </tbody> </table> <p>Use the Add/Remove row buttons <input type="button" value="+"/>/<input type="button" value="-"/> to insert or remove delay types. Use the Begin Date/End Date fields to enter the date for the delay. See the PCS Travel Order topic for more information.</p> <p><i>Example 2: Member Authorized Four Days of Proceed Time AND One Day of Travel Time.</i></p> <table border="1" data-bbox="289 1665 1187 1822"> <thead> <tr> <th colspan="4">Authorized Delay Enroute</th> <th style="text-align: right;">First <input type="button" value="◀"/></th> </tr> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay Enroute</th> <th>Days</th> <th></th> </tr> </thead> <tbody> <tr> <td>07/25/2010</td> <td>07/28/2010</td> <td>Proceed Time</td> <td>4</td> <td></td> </tr> <tr> <td>07/29/2010</td> <td>07/31/2010</td> <td>Travel Time</td> <td>3</td> <td></td> </tr> </tbody> </table>	Authorized Delay Enroute				First <input type="button" value="◀"/>	Begin Date	End Date	Delay Enroute	Days		07/29/2010	07/31/2010	Travel Time	3		Authorized Delay Enroute				First <input type="button" value="◀"/>	Begin Date	End Date	Delay Enroute	Days		07/25/2010	07/28/2010	Proceed Time	4		07/29/2010	07/31/2010	Travel Time	3	
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PCS Departing Endorsement Procedure, Continued

Procedure (continued)

Step	Action																					
<p>6 (con't)</p>	<p>Authorized Delay for:</p> <ul style="list-style-type: none"> -Travel Time -Proceed Time -Leave INCONUS -Leave OUTCONUS -Compensatory Absence -Non-Chargeable Absence 	<p>If member is authorized any of these Authorized Delays, enter the inclusive dates (steps 7 and 8) for each Delay Enroute PCS.</p>																				
	<p>Dateline Adjustment</p>	<p>If the member crossed the international dateline, enter the inclusive date (in steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date.</p> <p>For members traveling East to West, use the date the member departed their PDS.</p> <p>The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal authorized delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01.</p> <p>The balance must equal authorized delay total.</p>																				
<p>Example PCS Delay With Dateline Adjustment (West to East):</p>																						
 <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Begin Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Delay Enroute</th> <th style="text-align: left;">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 + -
Begin Date	End Date	Delay Enroute	Days																			
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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 + -																			
<p>7</p>	<p>Click the  button. The Endorsement will be added the CGHR SUP Role User's (employee ID entered in Step 5 above) worklist for approval.</p>																					

Continued on next page

PCS Departing Endorsement Procedure, Continued

Procedure (continued)

Step	Action
8	<p>After the PCS Departing Endorsement is approved by the CGHRSUP Role User, review the member's current pay entitlements by clicking the Employee Entitlements link.</p> <p>Review Part IV, Chapter 4 of this Manual for more information concerning PCS Pay Entitlements Auto Stops topic before taking any action to stop any of the member's pay entitlements in connection with PCS departure.</p>

Approval Procedure (CGHRSUP Role User)

Introduction The CGHRSUP Role User has additional privileges.

Background The approval cannot be entered more than 14 days before the actual PCS departure date. If the orders are for an inter-office/local transfer the Reporting Endorsement will be completed automatically using the same date as the actual departure date.

Keep in mind that you do not have to approve the transaction before delivering the PCS orders to the member. The orders are approved separately from the endorsements (click the "**Route for Approval**" link at the bottom of the **Orders** page to approve the orders section). The member will need the orders, often months in advance, for household goods shipments and other purposes. If the member's itinerary changes, after you have delivered the orders, you should make the changes to the transaction in DA and issue a memo amendment to the orders rather than generating a new original travel order.

Procedures Follow these steps to approve a PCS Departing Endorsement transaction.

Step	Action
1	Access your worklist by clicking on the worklist link in the header of any page.
2	Click the link on your worklist with the member's name for the Orders/Endorsement you are approving. 
3	The member's order page will open. Click on the Depart/Report Mbr tab, if necessary, to access the endorsements page.
4	Scroll down to the Original Departure Information section. 1. Verify that the Actual Depart Date field is completed with the date the member will depart or has departed. Correct if necessary. 

Continued on next page

Approval Procedure (CGHRSUP Role User), Continued

Procedures (continued)

Step	Action
<p>4 (con't)</p>	<p>2. Click the Departing/Approval link next the Actual Depart Date field</p> <div data-bbox="440 520 1081 995" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> </div> <p>3. Click the drop-down menu in the Approval Status field and select "Approved"</p> <p>4. Click the OK button.</p> <p>2. Approval page will close and you will be returned to the orders page.</p>
<p>5</p>	<p>Click the  button at the bottom of the orders page.</p> <p> Many times an SPO will approve a departing or reporting PCS endorsement, save it, then look at the member's entitlement rows in Direct Access and it will look like the stop dates were not inserted when the endorsement was approved. This sometimes causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click 'Return to Search' and then get back into the member's entitlements summary. The dates will be inserted. Do not attempt to manually insert stop dates for entitlement rows that are automatically stopped by the system.</p>

PPC SPO Manual

Part IV, PCS Transfer

Chapter 4, PCS Pay entitlements Auto Stops and Starts

Overview

Introduction

This Chapter discusses pay entitlements that are automatically stopped or started with the Permanent Change Of Station Endorsement transactions. The Entitlement row(s) will automatically update in Direct Access when the endorsements are approved and saved.

- **The SPO must not put a stop date in or modify the Entitlement row(s) for these items.**

When you 'Save' the Departing or Reporting endorsement, stop dates are inserted in the appropriate entitlement row(s). If you delete the date, then manually enter a stop date in the pay entitlements, you will create a stop transaction (P625). If you use the link to the entitlements summary from the PCS process and do not see the stop dates, you need to exit the member's entitlement page and reenter. Due to **deferred processing** there is a delay before the system-generated stop entries will appear in the entitlements section.

Discussion

The Direct Access auto stop function is inserting the dates to reflect what JUMPS is doing. No transaction is sent to JUMPS when these dates are inserted. Due to deferred processing there is a delay before the system-generated stop entries will appear in the entitlements section.

Many times a SPO will approve a departing or reporting PCS endorsement, save it, then look at the member's entitlement rows in Direct Access. It will appear to look like the stop dates were not inserted when the endorsement was approved. This causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click 'Return to Search' and then reenter the member's entitlements summary. The dates will be inserted.

Continued on next page

Overview, Continued

Discussion (continued)

When a SPO inserts the date manually it causes several problems:

- The auto stop function does not create an audit record and no transaction is sent to JUMPS. If a stop is manually entered, an audit record is created which will kick out on the exception report because the JUMPS auto stop program had already closed the segments on the correct date.
- There have been numerous occasions when a SPO manually entered an incorrect stop date, most frequently concerning ENLBAS.

It is important to remember that the JUMPS auto stop program shuts down the proper segments when the departing or reporting endorsement is transmitted to JUMPS.

Basic Allowance for Housing (BAH) during PCS

Please see Part II, Chapter 10 concerning BAH During PCS for more information on BAH entitlements for members departing or reporting PCS.

Change in Departure or Reporting Date

The SPO does not need to manually adjust DA Auto Stops for a member's entitlements if the departure or report date is changed after the endorsement is approved and saved.

The SPO may change a departing or reporting date after the endorsement has been approved.

For example, after the member reports, it is discovered that the member left at a later date, but the previous SPO was unaware of the change. When the departure date is changed by the new SPO, the entitlement rows do not always reflect the new date. Sometimes the stop date will reopen but nothing is inserted to reflect the new date. The DA/JUMPS resync will insert the new date after the update cycle runs. If a SPO tries to manually adjust these dates, audit records are created, and may reflect on the SPO exception report.

Remember, when the departing or reporting endorsement processes, it causes the segments to adjust the member's PCS entitlements. The only time a SPO should change the stop date inserted by the Direct Access auto stop function is if the member's entitlement actually changed on a different date. For instance, once the departing endorsement is completed, a SPO may receive notification the member checked out of government quarters prior to the departure date. The stop date should be changed so a new row can be inserted for the new BAH entitlement.

Continued on next page

Overview, Continued

Contents

This chapter contains the following topics.

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Pay Entitlements Automatically Started Upon Departing:	IV-4-9
Pay Entitlements Automatically Stopped Upon Reporting:	IV-4-11
Overseas Housing Allowance and COLA:	IV-4-13

Pay Entitlements Automatically Stopped Upon Departing

Introduction

The following pay entitlements will automatically be stopped in JUMPS upon successful processing of a PCS departing transaction. Direct Access entitlement rows will be updated by the system after the PCS departing transaction is approved and saved.

- **The SPO must not put a stop date in or modify the Entitlement row(s) for these items.**
- If you use the link to the entitlements summary from the PCS process and do not see the stop dates, you may need to exit the member's entitlement page and reenter in order to see the changes. Due to **deferred processing** there is a delay before the system-generated stop entries will appear in the entitlements section.

Endorsement effect on Pay Entitlement

See the table below for specific effect on pay.

Entitlement	Entitlement Stops
BAH Without Dependents Note: See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS .	BAH for members without dependents auto-stops effective the day prior to PCS departure. These members are entitled to BAH W/O while in transit and the pay system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction is processed.
Career Sea Pay (CSEAPAY) & Career Sea Pay Premium	Effective the date of PCS departure.
Special Duty Assignment Pay (SDAP)	Effective the day prior to PCS departure.
Diving Duty Pay	Effective the date of PCS departure.

Continued on next page

Pay Entitlements Automatically Stopped Upon Departing, Continued

Endorsement effect on Pay Entitlement (continued)

Entitlement	Entitlement Stops
Hardship Duty Pay Location (HDP-L)	Effective the date of PCS departure.
Imminent Danger Pay/Hostile Fire Pay Combat Tax Exclusion/Combat SGLI Allowance	Effective the last day of the month of PCS departure.
Responsibility Pay	Effective the day prior to PCS departure.
Aviation Crew / Non-Crew Pay (HDIP)	Effective the date of PCS departure.
Family Separation Allowance (FSA-S)	Effective the date of PCS departure.
Aviation Career Incentive Pay (ACIP)	ACIP will stop on date of departure if the Continue ACIP checkbox is not selected on the Departing Endorsement Transaction
Discount Meal Rate (BASDMR)	Effective the day prior to PCS departure. Note for BASDMR earn type: the stop date in the row is the day prior to depart. Even though that date is inserted, ENLBAS will remain open until report date in JUMPS. Direct Access isn't effecting the stops on PCS, the JUMPS auto stop program is still shutting down the entitlements just as it was in the past.
<p>When a member departs a BASDMR unit, the departing PCS transaction:</p> <ul style="list-style-type: none"> (a) Stops the BASDMR row in Direct Access the day prior to departure PCS. (b) Shuts down segment 27 the day prior to departure PCS. (c) Inserts an ENLBAS row to start the day of departure PCS. (d) Keeps segment 24 running (because the member is entitled to ENLBAS while en route PCS). 	
Family Separation Housing	Effective the date of PCS departure.

Continued on next page

Pay Entitlements Automatically Stopped Upon Departing, Continued

Endorsement effect on Pay Entitlement (continued)

Entitlement	Entitlement Stops
<p>Overseas Housing Allowance (OHA)</p> <p>Note: See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p> <p>Note: Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>The JFTR has been modified to eliminate the 60-day continuance provision. The JFTR provides that O'COLA and OHA shall terminate on the day prior to PCS departure (this includes departure on "terminal leave" in conjunction with separation). The member may apply to COMDT (CG-1222) for O'COLA and OHA authorized at the dependents location if circumstances require the member and dependent(s) to maintain separate households. SCP 35033 has been created to address the JFTR change in DA & JUMPS</p>	<p>Effective the day prior to PCS departure</p> <p>Note: DO NOT mark the 'Continue OHA' checkbox. See note on Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA. CG-1222 will forward approved requests for continuation of OHA/COLA to PPC (mas) for payment.</p> <p>When members PCS from OUTCONUS and OHA stops, the SPO needs to start BAH TR for the effective the day of PCS departure.</p>

Continued on next page

Pay Entitlements Automatically Stopped Upon Departing, Continued

Endorsement effect on Pay Entitlement (continued)

Entitlement	Entitlement Stops
<p>OUTCONUS COLA</p> <p>Note:</p> <p>Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>The JFTR has been modified to eliminate the 60-day continuance provision. The JFTR provides that O'COLA and OHA shall terminate on the day prior to PCS departure (this includes departure on "terminal leave" in conjunction with separation). The member may apply to COMDT (CG-1222) for O'COLA and OHA authorized at the dependents location if circumstances require the member and dependent(s) to maintain separate households. SCP 35033 has been created to address the JFTR change in DA & JUMPS</p>	<p>Effective the day prior to PCS departure.</p> <p>Note: DO NOT mark the 'Continue OHA' checkbox. See note on Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA. CG-1222 will forward approved requests for continuation of OHA/COLA to PPC (mas) for payment.</p>

The above actions are not initiated by the system until the PCS Departing Endorsement on Orders transaction is completed, approved by an SPO Supervisor, and saved. If the results of the PCS Departure Entitlement Process are not visible when viewing the member's entitlement data, exit the page (click the 'Return to Search' button or the 'Use' menu link) and return to the member's entitlement page. Do not make any changes to the member's entitlement data until the changes made by the PCS Departure Entitlement Process are visible on the member's entitlements page.

Pay Entitlements Automatically Started Upon Departing:

Introduction There are specific pay entitlements effected by the PCS Departing Endorsement.

Discussion The system inserts a BAH without dependents (segment 35) row to start the day of PCS departure for members without dependents assigned INCONUS who were receiving Partial BAH or no BAH at the old PDS.

The above action is not initiated by the system until the PCS Departing Endorsement on Orders transaction is completed, approved by an SPO Supervisor, and saved. If the results of the PCS Departure Entitlement Process are not visible when viewing the member's entitlement data, exit the page (click the 'Return to Search' button or the 'Use' menu link) and return to the member's entitlement page. Do not make any changes to the member's entitlement data until the changes made by the PCS Departure Entitlement Process are visible on the member's entitlements page.

Pay Entitlements Automatically Stopped Upon Reporting:

Introduction There are specific pay entitlements effected by the PCS Reporting Endorsement.

Discussion State Income Tax Withholding (SITW) auto starts on date of PCS reporting if member assigned to state that taxes military pay while member is stationed with the state. See [State Tax Withholding Data Entry Procedures](#) for more information.

The following pay entitlements will automatically be stopped in JUMPS upon successful processing of a PCS reporting transaction. Direct Access entitlement rows will be updated by the system after the PCS reporting transaction is approved and saved.

- **The SPO must not put a stop date in or modify the Entitlement row(s) for these items.**
- If you use the link to the entitlements summary from the PCS process and do not see the stop dates, you may need to exit the member's entitlement page and reenter in order to see the changes. Due to **deferred processing** there is a delay before the system-generated stop entries will appear in the entitlements section.

Entitlement	Entitlement Stops
BAH With Dependents Note: See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS .	DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With at the old PDS until a new transaction is submitted reflecting the member's BAH entitlement at the new unit.

Continued on next page

Pay Entitlements Automatically Stopped Upon Reporting:, Continued

Discussion (continued)

Entitlement	Entitlement Stops
BAH w/o Dependents Note: See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS .	BAH for members without dependents auto-stops effective the day prior to PCS departure. These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes. prior to PCS reporting
Partial BAH Note: See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS .	These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes.
ENLBAS	Effective the day of PCS reporting.

The above actions are not initiated by the system until the PCS Reporting Endorsement on Orders transaction is completed, approved by an SPO Supervisor, and saved. If the results of the PCS Reporting Entitlement Process are not visible when viewing the member's entitlement data, exit the page (click the 'Return to Search' button or the 'Use' menu link) and return to the member's entitlement page. Do not make any changes to the member's entitlement data until the changes made by the PCS Reporting Entitlement Process are visible on the member's entitlements page.

Overseas Housing Allowance and COLA

Introduction Special consideration must be given to Overseas Housing Allowance and COLA.

Discussion The table below describes how a Permanent Change Of Station can affect Overseas Housing Allowance (OHA), and Cost Of Living Allowance (COLA), and describes SPO action needed in conjunction with PCS.

Entitlement	Automatic PMIS/JUMPS Action	SPO Action Needed In Conjunction With PCS Departing	SPO Action Needed In Conjunction With PCS Reporting
Overseas Housing Allowance (OHA)	<p>The PCS Departing will automatically shutdown Overseas Housing Allowance effective the day prior to PCS departure.</p> <p>Note: Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>The JFTR has been modified to eliminate the 60-day continuance provision. Instead, the JFTR no provides that O'COLA and OHA shall terminate on the day prior to PCS departure (this includes departure on "terminal leave" ICW separation). The member may apply to COMDT (CG-1222) to have O'COLA and OHA</p>	<p>For members w/dependents, the SPO for the unit the member is departing from needs to start BAH TR (BAH Transit rate, formally BAH Type II) effective the day of PCS departure. The BAH TR will auto-stop effective the day prior to PCS reporting. The reporting SPO should start BAH TR, effective the day of PCS departure, and stop BAH TR, effective the day prior to reporting, for members without dependents</p>	<p>If the member is entitled to OHA at the new duty station, a Start OHA (P609) transaction must be submitted. A lease agreement or mortgage is required before starting OHA.</p> <p>For members administratively transferred within the same OHA-locale, select "Continue OHA" on the Reporting PCS.</p>

Table continued on next page

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Overseas Housing Allowance and COLA, Continued

Discussion (continued)

Entitlement	Automatic PMIS/JUMPS Action	SPO Action Needed In Conjunction With PCS Departing	SPO Action Needed In Conjunction With PCS Reporting
	<p>paid/re-restarted at the dependents location if exigent circumstances require the member and dependent(s) to maintain separate households. SCP 35033 has been created to address the JFTR change in DA & JUMPS. CG-1222 will forward approved requests for continuation of OHA/COLA to PPC (mas) for payment.</p>		
<p>INCONUS COLA</p>	<p>Members receiving INCONUS COLA at the old duty station will continue to receive it enroute. The PCS Reporting will automatically shutdown CONUS COLA the day prior to reporting, and <i>also automatically</i> reduces CONUS COLA for the number of days the member is in a travel status.</p>		<p>A Start INCONUS COLA (P607) transaction <u>must</u> be submitted, effective the date of reporting PCS, to reflect the zip code of the member's new duty locale.</p>

Continued on next page

Overseas Housing Allowance and COLA, Continued

Discussion (continued)

Entitlement	Automatic PMIS/JUMPS Action	SPO Action Needed In Conjunction With PCS Departing	SPO Action Needed In Conjunction With PCS Reporting
OUTCONUS COLA	<p>The Departing PCS will automatically shutdown COLA effective the day prior to PCS departure.</p> <p>Note:</p> <p style="text-align: center;">Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>The JFTR has been modified to eliminate the 60-day continuance provision. Instead, the JFTR now provides that O'COLA and OHA shall terminate on the day prior to PCS departure (this includes departure on "terminal leave" ICW separation). The member may apply to COMDT (CG-1222) to have O'COLA and OHA paid/re-restarted at the dependents location if exigent circumstances require the member and dependent(s) to maintain separate households. SCP 35033 has been created to address the JFTR change in DA & JUMPS. CG-1222 will forward approved requests for continuation of OHA/COLA to PPC (mas) for payment.</p>		<p>If the member is entitled to OUTCONUS COLA at the new duty station, a Start COLA (P607) transaction must be submitted. For members administratively transferred within the same OUTCONUS COLA-locale, select "Continue COLA" on the Reporting PCS.</p>

PPC SPO Manual

Part IV, PCS Transfer

Chapter 5, PCS Reporting Endorsement

Overview

Introduction This section provides the procedure for completing the PCS Reporting Endorsement on Orders transaction.

Timing of PCS entitlement transactions The reporting endorsement cannot not be initiated or completed before the member's orders are worked, approved, and the departing endorsement information entered. See the [PCS Travel Order](#) and the [PCS Departing Endorsement](#) topics for more information.

Always approve the PCS Reporting Endorsement before approving the PCS entitlement rows.

After the PCS Reporting Endorsement is approved, review the member's current pay entitlements by clicking the Employee Entitlements link and submit entitlement rows as necessary to start Pay and Allowances applicable for the member's new duty station and/or duty status.

When the PCS pay entitlements are incorrectly approved prior to approving the PCS Reporting Endorsement, pay delays and/or pay problems result for our members. The PCS Reporting Endorsement is designed to "stop" certain pay entitlements in JUMPS. When approved out of sequence, the PCS Reporting Endorsement can incorrectly shut down allowances the member is entitled to receive.

Submitting the PCS reporting Endorsement and PCS entitlement rows out of correct sequence in Direct Access will also create unnecessary exceptions. These exceptions can be avoided, by submitting PCS Reporting Endorsement and entitlement rows in the correct order/sequence.

Continued on next page

Overview, Continued

Corrections and Deletions

Only SPO Supervisors/CGHRSUP role users may submit corrections or deletions to PCS Endorsement on Orders transactions.

If a mistake is made or you are directed by PCS (MAS) to delete and resubmit a reporting endorsement, simply make the changes to the appropriate field(s) (change the Actual Report date for example), and save.

If you need to delete a reporting endorsement, clear the Actual Report date field, and save.

Effect on Basic Allowance for Housing (BAH)

Please see Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.

Contents

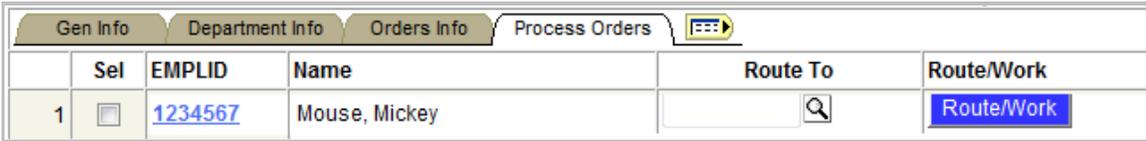
This chapter contains the following topics.

Topic	See Page
PCS Reporting Procedures	IV-5-3
Approval Procedure (CGHRSUP Role User)	IV-5-11
PCS Reporting with Temporary Duty Enroute	IV-5-15

PCS Reporting Procedures

Introduction When a member reports into a new unit, the PCS Reporting Endorsement must be completed.

Procedures Follow the steps below to complete the PCS Reporting Endorsement.

Step	Action
1	<p>Locate the member's orders using the Airport Terminal.</p> <p>Click the <i>Process Orders</i> tab, then the <i>Route/Work</i> button</p>  <p>See the Using the Airport Terminal topic for more information about navigating the Airport Terminal and entering search criteria.</p> <p> You can also access the member's orders using the following menu path:</p> <p><u>Home</u> > <u>Administer Workforce</u> > <u>Track Global Assignments (GBL)</u> > <u>Use</u> > <u>PCS Orders</u></p> <p>However, you need to ensure you are selecting the correct set of orders to work on from the search results. The order's status is not listed in the search results.</p> <p>When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>
2	<p>The orders page will open in a new window. Click the Depart/Report Mbr tab to access the endorsements page.</p>

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action															
3	<p>Scroll down to the '<i>Original Departure Information</i>' section of the page and locate the Actual Depart Date field.</p> <ul style="list-style-type: none"> Verify the departure date, correct if necessary. <div data-bbox="289 600 1445 850" style="border: 1px solid #ccc; padding: 5px;"> <p>Original Departure Information</p> <table border="0"> <tr> <td>Est. Depart Date: 06/01/2010</td> <td>Est. Report Date: 06/15/2010</td> <td>Sequence: 1446274</td> </tr> <tr> <td>Transfer Authority: Coast Guard Personnel Command</td> <td>Order Status: Ready for member to execute</td> <td></td> </tr> <tr> <td>Duty Type:</td> <td>Action: Transfer</td> <td>DPT PCS Departure</td> </tr> <tr> <td>Departing Department: 000450</td> <td>PPC Topeka</td> <td></td> </tr> <tr> <td>Actual Depart Date: <input type="text"/></td> <td>Departing Approval</td> <td></td> </tr> </table> </div> <p> Any changes to this date field will delete the original departing endorsement transaction from JUMPS. Do not make any changes to this field if the departure date is correct.</p>	Est. Depart Date: 06/01/2010	Est. Report Date: 06/15/2010	Sequence: 1446274	Transfer Authority: Coast Guard Personnel Command	Order Status: Ready for member to execute		Duty Type:	Action: Transfer	DPT PCS Departure	Departing Department: 000450	PPC Topeka		Actual Depart Date: <input type="text"/>	Departing Approval	
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Departing Department: 000450	PPC Topeka															
Actual Depart Date: <input type="text"/>	Departing Approval															
4	<p>Complete the Actual Report Date field with the date the member reported.</p> <div data-bbox="289 1035 976 1192" style="border: 1px solid #ccc; padding: 5px;"> <p>Actual Report and Depart Dates</p> <p>Actual Report Date: <input type="text" value="06/15/2010"/> Reporting Approval</p> </div> <p>If this is a same day transfer (A term used on orders directing a change of station where both stations are located within the same corporate limits and, therefore, do not require traveling) and no leave is used, the Actual Report Date field must be completed using the same date that was used on the Actual Depart Date field and no delay may be entered in the Authorized Delay en route section (skip step 8).</p> <p>Note: Do not interpret the term "<i>Actual Report Date</i>" literally when the orders involve leave only. The "<i>Actual Report Date</i>" is not a day of duty it is a day of authorized delay en route. If the date you enter in the "Actual Report Date" field is different from the "Actual Depart Date" field (which is a day of duty), then you must account for the delay en route in the Authorized Delay en route section (see step 8). Use the <i>0900 rule</i> to determine the date to enter in the Actual Report Date field.</p> <p><i>0900 Rule (For orders involving leave only):</i> Under orders involving leave only, when the member reports determines whether the reporting date is a day of duty or a day of leave.</p>															

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action		
4 (con't)	If the report time is	Then the reporting day is	and the Actual Report Date is
	at or before 0900	a day of duty	the date the day prior to reporting. Example: Reported 0830, 12 August. Actual Report Date = 11 August.
	after 0900	not a day of duty	the day the member reported Example: Reported 1300, 12 August. Actual Report Date = 12 August.
<p><i>From Military Assignments and Authorized Absences, COMDTINST M1000.8 (series) 1.G.11, Delay En Route During Execution of Orders - Example 2:</i></p> <ul style="list-style-type: none"> • Orders authorize 10 days leave, no proceed time, no travel time, and date of detachment is 1 August. <ul style="list-style-type: none"> If the member uses maximum time allotted, count the periods as follows: 1 August Detached (day of duty) 2 to 11 August Leave period (10 days) The member must report for duty by 0900 on 12 August. Under orders involving leave only, when the member reports determines whether the reporting date is a day of duty or a day of leave. If the member reports at or before 0900, the day would be a day of duty; if he or she reports after 0900 the day is a day of leave. 			

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PCS Reporting Procedures, Continued

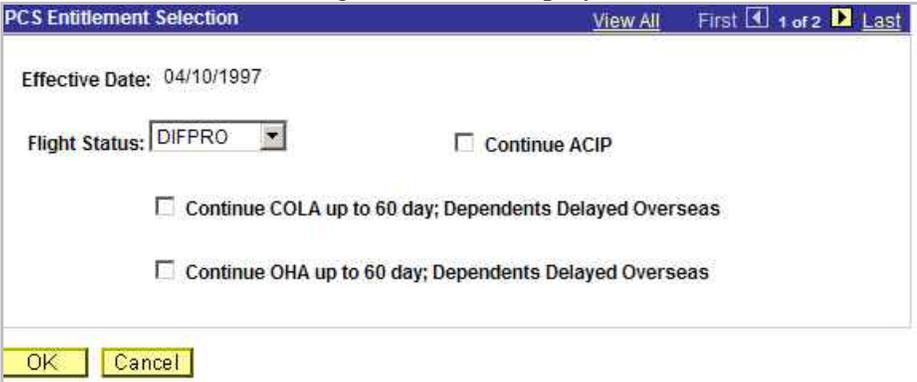
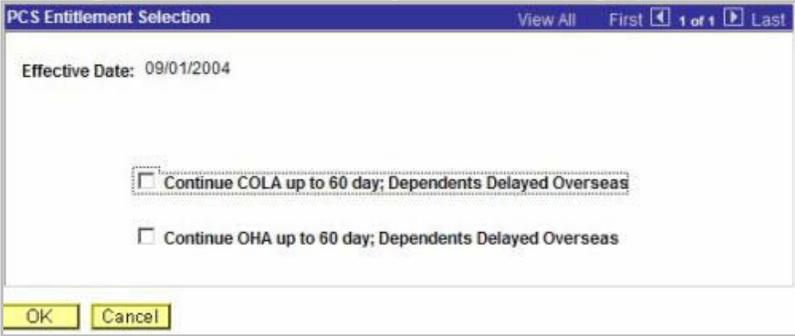
Procedures (continued)

Step	Action								
<p>4 (con't)</p>	<p>This is how the endorsement would look in Direct Access:</p> <div data-bbox="311 506 1395 1220" style="border: 1px solid gray; padding: 5px;"> <p>Original Departure Information</p> <p>Est. Depart Date: 06/01/2009 Est. Report Date: 07/01/2009 Sequence: 707009</p> <p>Transfer Authority: Order Status: Finished with Orders Execution</p> <p>Duty Type: Active Duty Action: Transfer DPT PCS Departure</p> <p>Departing Department: 005608</p> <p>Actual Depart Date: 08/01/2009 <input type="text"/> Departing Approval</p> <hr/> <p>Actual Report and Depart Dates View All First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</p> <p>Actual Report Date: 08/11/2009 <input type="text"/> Reporting Approval</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Reporting for Unplanned Temporary Duty? <input type="checkbox"/> Mission Complete</p> <p>New Destination Department: 000245 CGC PAMLICO</p> <p>Nature of Duty: Duty <input type="text"/></p> </div> <p style="text-align: center;">Departing Entitlements Reporting Entitlements</p> <hr/> <p>Authorized Delay Enroute First <input type="button" value="◀"/> 1 of 1 <input type="button" value="▶"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delay Enroute</th> <th>Days</th> </tr> </thead> <tbody> <tr> <td>08/02/2009 <input type="text"/></td> <td>08/11/2009 <input type="text"/></td> <td>Leave INCONUS <input type="text"/></td> <td>5 <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> </div>	Begin Date	End Date	Delay Enroute	Days	08/02/2009 <input type="text"/>	08/11/2009 <input type="text"/>	Leave INCONUS <input type="text"/>	5 <input type="button" value="+"/> <input type="button" value="-"/>
Begin Date	End Date	Delay Enroute	Days						
08/02/2009 <input type="text"/>	08/11/2009 <input type="text"/>	Leave INCONUS <input type="text"/>	5 <input type="button" value="+"/> <input type="button" value="-"/>						
<p>5</p>	<p>Verify the Nature of Duty field. Click the drop-down menu to correct if necessary. If most cases this field will be locked (grayed out) and not changes will be necessary.</p> <p> See Page IV-5-15 in this Chapter for more information concerning PCS Reporting with Temporary Duty Enroute. Example: If the member is not reporting to the same unit as originally departed to (e.g. Reporting to SECTOR or Base en route to a ship).</p>								

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action
6	<p>Click the Reporting Entitlements button.</p> <p> This section will not be available if the orders are for an inter-office/local transfer or Reserve change of drilling unit.</p> <p>For Officers, the following screen will display.</p>  <p>1. The officer's current flight status will be pre-filled in the FLIGHT STATUS BLOCK. To continue ACIP click in the Continue ACIP checkbox. IF THIS BLOCK IS NOT CHECKED on Departure, the officer's ACIP WILL STOP on the Departure Date.</p> <p>For all personnel, the following screen will display.</p>  <p>This screen is only used for administrative transfers within the local OHA/COLA payable area (same-day, no-cost orders). See Part IV, Chapter 4 of this Manual for more information concerning PCS Pay Entitlements.</p>

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action
<p>6 (con't)</p>	<p>Elimination of 60-day Continuance Provision for OUTCONUS COLA and OHA</p> <p>For officers and enlisted member's w/deps, authorized under Para. U9151, JFTR with approval from COMDT (CG-1222) to receive OUTCONUS COLA for 60 days after PCS departure, select "Continue COLA up to 60 days; Dependents Delayed Overseas."</p> <p>For officers and enlisted member's w/deps, authorized under Para. U9151, JFTR with approval from COMDT (CG-1222), to receive OUTCONUS OHA for 60 days after PCS Departure, Select "Continue OHA up to 60 day; Dependents Delayed Overseas."</p> <p>CG-1222 will forward approved requests for continuation of OHA/COLA to PSC (mas) for payment.</p>
<p>7</p>	<p>Scroll down to the bottom of the page and click the Route For Approval link. The PCS Routing & Travel Approval page will open.</p> <div data-bbox="342 1115 1289 1619" style="border: 1px solid gray; padding: 5px;"> <p>PCS Routing & Travel Approval</p> <p>EmpID: 1234567 Sailor, Johnny T.</p> <hr/> <p>Approval Information</p> <p>Approval Status: Pending ▼</p> <p>Originator ID:</p> <p>Route to: <input type="text"/> 🔍</p> <p>Comments: <input style="width: 100%; height: 40px;" type="text"/></p> <p>OK Cancel</p> </div> <ol style="list-style-type: none"> 1. Enter the CGHR SUP Role User's Employee ID number in the 'Route to' field. 2. Complete the comments section with any information you need to pass on to the approving official. 3. Click the OK button.

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action
8	<p>The Authorized Delay En route section can be modified at this time if there has been a change in the member's travel plans or an authorized delay was omitted when the orders were first approved.</p> <p><i>Example 1: Member Authorized One Day of Travel Time</i></p>  <p>Use the Add/Remove row buttons +/- to insert or remove delay types. Use the Begin Date/End Date fields to enter the date for the delay. See Part IV, Chapter 3 of this Manual for more information concerning PCS Travel Orders.</p> <p><i>Example 2: Member Authorized Four Days of Proceed Time AND One Day of Travel Time.</i></p> 

Continued on next page

PCS Reporting Procedures, Continued

Procedures (continued)

Step	Action																
8 (con't)	<table border="1"> <thead> <tr> <th>Delay Type</th> <th>Use</th> </tr> </thead> <tbody> <tr> <td>Travel Time</td> <td>If member is authorized travel time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized</td> </tr> <tr> <td>Proceed Time</td> <td>If member is authorized proceed time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td>Leave INCONUS</td> <td>If member is authorized leave INCONUS, enter the inclusive date (steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td>Leave OCONUS</td> <td>If member is authorized leave OUTCONUS, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized</td> </tr> <tr> <td>Compensatory Absence</td> <td>If member is authorized compensatory absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized</td> </tr> <tr> <td>Non-Chargeable Absence</td> <td>If member is authorized non-chargeable absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.</td> </tr> <tr> <td>Dateline Adjustment</td> <td>If the member crossed the international dateline, enter the inclusive date (steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date. For members traveling East to West, use the date the member departed their PDS. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal the authorized delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01. The balance must equal authorized delay total.</td> </tr> </tbody> </table>	Delay Type	Use	Travel Time	If member is authorized travel time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized	Proceed Time	If member is authorized proceed time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.	Leave INCONUS	If member is authorized leave INCONUS, enter the inclusive date (steps 7 and 8) for the number of days the member is authorized.	Leave OCONUS	If member is authorized leave OUTCONUS, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized	Compensatory Absence	If member is authorized compensatory absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized	Non-Chargeable Absence	If member is authorized non-chargeable absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.	Dateline Adjustment	If the member crossed the international dateline, enter the inclusive date (steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date. For members traveling East to West, use the date the member departed their PDS. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal the authorized delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01. The balance must equal authorized delay total.
	Delay Type	Use															
	Travel Time	If member is authorized travel time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized															
	Proceed Time	If member is authorized proceed time, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.															
	Leave INCONUS	If member is authorized leave INCONUS, enter the inclusive date (steps 7 and 8) for the number of days the member is authorized.															
	Leave OCONUS	If member is authorized leave OUTCONUS, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized															
	Compensatory Absence	If member is authorized compensatory absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized															
	Non-Chargeable Absence	If member is authorized non-chargeable absence, enter the inclusive dates (steps 7 and 8) for the number of days the member is authorized.															
Dateline Adjustment	If the member crossed the international dateline, enter the inclusive date (steps 7 and 8), normally 1 day. For members traveling West to East use the same date as the reporting date. For members traveling East to West, use the date the member departed their PDS. The United States is in the West. If crossing was West to East, the total of all delay entries including DA should equal the authorized delay total. If crossing was East to West, add all delay entries other than DA, then subtract 01. The balance must equal authorized delay total.																

Example PCS Delay With Dateline Adjustment (West to East):

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

Click the Save button. The Endorsement will be added the CGHRSUP Role User's worklist for approval.

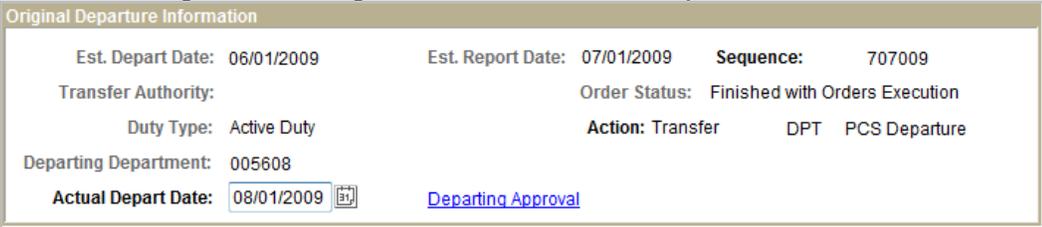
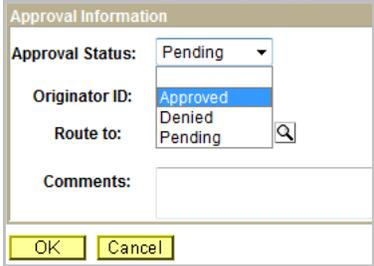
Approval Procedure (CGHRSUP Role User)

Introduction The CGHRSUP Role User has specific responsibilities.

Procedures Follow these steps to approve a PCS Reporting Endorsement transaction.

The approval cannot be entered more than 14 days before the actual PCS reporting date.

If the orders are for an inter-office/local transfer the Reporting Endorsement will be completed automatically using the same date as the actual departure date.

Step	Action
1	Access your worklist by clicking on the worklist link in the header of any page.
2	Click the link on your worklist with the member's name for the Orders/Endorsement you are approving. 
3	The member's order page will open. Click on the Depart/Report Mbr tab, if necessary, to access the endorsements page.
4	<p>Scroll down to the Original Departure Information section.</p> <ol style="list-style-type: none"> Verify that the Actual Depart Date field is completed with the date the member will depart or has departed. Correct if necessary.  Click the Departing/Approval link next the Actual Depart Date field  Click the drop-down menu in the Approval Status field and select "Approved" Click the OK button. The Approval page will close and you will be returned to the orders page.
5	Click the  button at the bottom of the orders page.

Continued on next page

Approval Procedure (CGHRSUP Role User), Continued

Procedures (continued)

Step	Action						
6	<p>Ensure transactions are submitted to start Pay & Allowances applicable for the member's new duty station and/or duty status.</p> <p> Review Part IV, Chapter 4 of this Manual for information concerning PCS Pay Entitlements Auto Stops topic before taking any action to stop any of the member's pay entitlements in connection with PCS departure.</p> <p>Review Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p> <table border="0" data-bbox="362 852 1403 1430"> <thead> <tr> <th data-bbox="362 852 667 884">Entitlement</th> <th data-bbox="667 852 1403 884">Entitlement Stops</th> </tr> </thead> <tbody> <tr> <td data-bbox="362 884 667 1104">BAH With Dependents</td> <td data-bbox="667 884 1403 1104"> <p>DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With until a new transaction is submitted reflecting the member's BAH entitlement at the new unit.</p> <p>Please see Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p> </td> </tr> <tr> <td data-bbox="362 1104 667 1430">BAH W/O Dependents Partial BAH</td> <td data-bbox="667 1104 1403 1430"> <p>These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes.</p> <p>Please See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p> </td> </tr> </tbody> </table> <p><i>Table continued on next page.</i></p>	Entitlement	Entitlement Stops	BAH With Dependents	<p>DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With until a new transaction is submitted reflecting the member's BAH entitlement at the new unit.</p> <p>Please see Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p>	BAH W/O Dependents Partial BAH	<p>These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes.</p> <p>Please See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p>
Entitlement	Entitlement Stops						
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BAH W/O Dependents Partial BAH	<p>These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes.</p> <p>Please See Part II, Chapter 10 of this Manual for more information concerning BAH During PCS.</p>						

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Approval Procedure (CGHRSUP Role User), Continued

Procedures (continued)

Step	Action				
<p>6 (con't)</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Entitlement</td> <td style="width: 33%;">Entitlement Stops</td> </tr> <tr> <td>ENLBAS</td> <td>Effective the day of PCS reporting. Therefore, transactions to start BASDMR or ENLBAS at the new duty station should be effective the day after reporting.</td> </tr> </table> <p><i>The above actions are not initiated by the system until the PCS Reporting Endorsement on Orders transaction is completed, approved by an SPO Supervisor, and saved. If the results of the PCS Reporting Entitlement Process are not visible when viewing the member's entitlement data, exit the page (click the 'Return to Search' button or the 'Use' menu link) and return to the member's entitlement page. Do not make any changes to the member's entitlement data until the changes made by the PCS Reporting Entitlement Process are visible on the member's entitlements page.</i></p> <p> Many times an SPO will approve a departing or reporting PCS endorsement, save it, then look at the member's entitlement rows in Direct Access and it will look like the stop dates were not inserted when the endorsement was approved. This sometimes causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click 'Return to Search' and then get back into the member's entitlements summary. The dates will be inserted. Do not attempt to manually insert stop dates for entitlement rows that are automatically stopped by the system.</p>	Entitlement	Entitlement Stops	ENLBAS	Effective the day of PCS reporting. Therefore, transactions to start BASDMR or ENLBAS at the new duty station should be effective the day after reporting.
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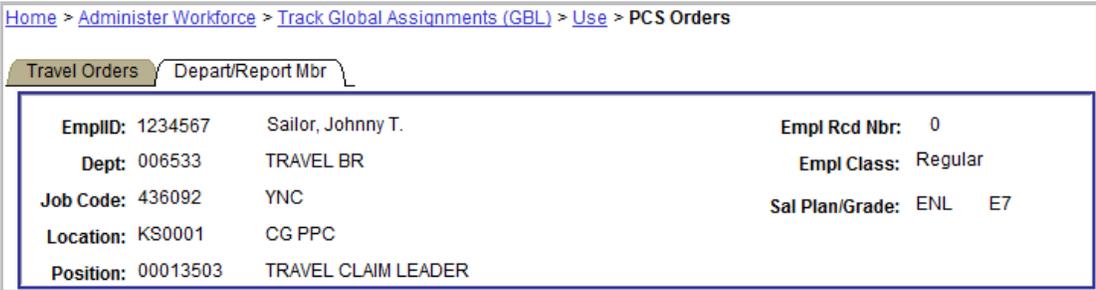
PCS Reporting with Temporary Duty Enroute

Introduction This section provides the procedure for completing the PCS endorsements on orders transactions when a member reports for temporary duty enroute to a new PCS assignment.

Discussion The transfer authorization must be entered in the system before the order can be completed. PCS authorizations are entered by Assignment Officers. =

The [PCS Departing Endorsement](#) must be completed before the reporting for unplanned temporary duty endorsement.

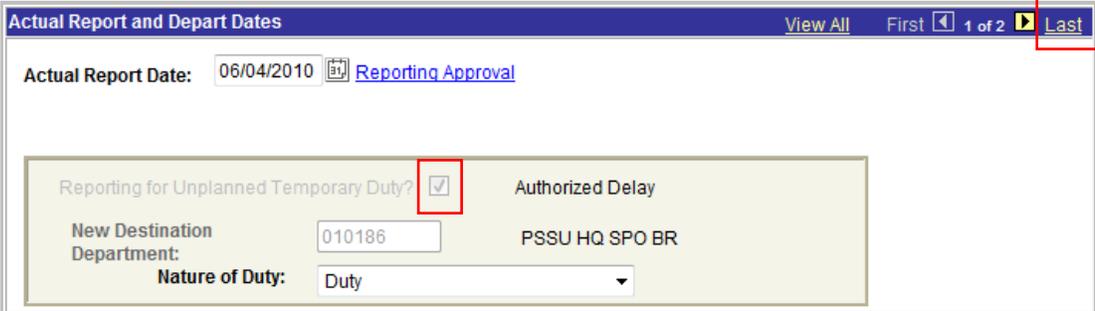
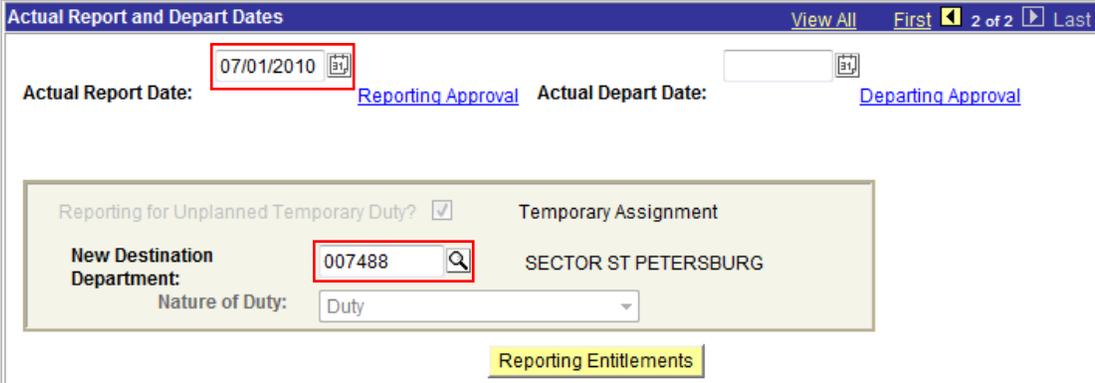
Procedure Here is the procedure for completing endorsements when there is temporary duty en route.

Step	Action																									
1	Access your worklist by clicking on the worklist link in the header of any page.																									
2	Click the link on your worklist with the member's name for the Orders/Endorsement you are reporting.																									
3	<p>The member's order page will open. Click on the Depart/Report Mbr tab, to access the endorsements page.</p>  <p>The screenshot shows a breadcrumb trail: Home > Administer Workforce > Track Global Assignments (GBL) > Use > PCS Orders. Below this, there are two tabs: 'Travel Orders' and 'Depart/Report Mbr'. The 'Depart/Report Mbr' tab is active. The main content area displays member information in a table-like format:</p> <table border="1"> <tr> <td>EmpID:</td> <td>1234567</td> <td>Sailor, Johnny T.</td> <td>Empl Rcd Nbr:</td> <td>0</td> </tr> <tr> <td>Dept:</td> <td>006533</td> <td>TRAVEL BR</td> <td>Empl Class:</td> <td>Regular</td> </tr> <tr> <td>Job Code:</td> <td>436092</td> <td>YNC</td> <td>Sal Plan/Grade:</td> <td>ENL E7</td> </tr> <tr> <td>Location:</td> <td>KS0001</td> <td>CG PPC</td> <td></td> <td></td> </tr> <tr> <td>Position:</td> <td>00013503</td> <td>TRAVEL CLAIM LEADER</td> <td></td> <td></td> </tr> </table>	EmpID:	1234567	Sailor, Johnny T.	Empl Rcd Nbr:	0	Dept:	006533	TRAVEL BR	Empl Class:	Regular	Job Code:	436092	YNC	Sal Plan/Grade:	ENL E7	Location:	KS0001	CG PPC			Position:	00013503	TRAVEL CLAIM LEADER		
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Location:	KS0001	CG PPC																								
Position:	00013503	TRAVEL CLAIM LEADER																								

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PCS Reporting with Temporary Duty Enroute, Continued

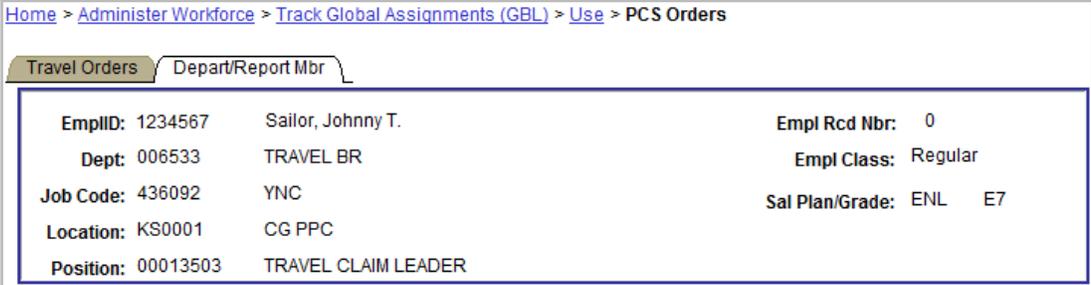
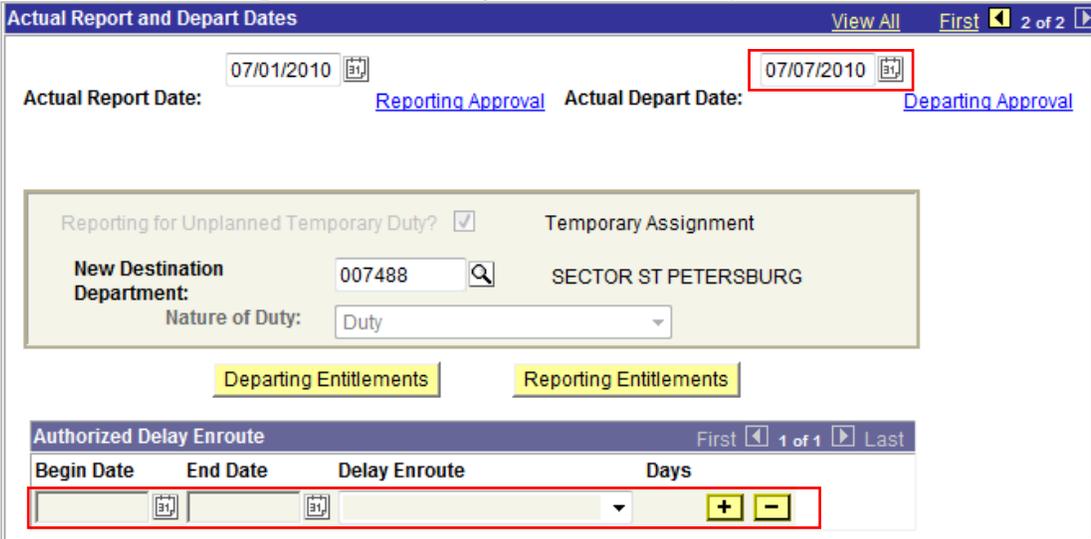
Procedure (continued)

Step	Action
3	<p>The member's order page will open. Click on the Depart/Report Mbr tab, to access the endorsements page.</p>  <ul style="list-style-type: none"> • Click the Reporting for Unplanned Temporary Duty Tab, then • Click the Last link
4	 <ul style="list-style-type: none"> • Enter the Actual Reporting Date and New Destination Department ID (if unknown use the Look-up button to find the correct department member is reporting for Unplanned Temporary Duty). • Click the Reporting Entitlements button. Note: This is only to continue OHA and OCOLA. <p>After the PCS Reporting transaction is saved, the Employee Entitlements for all other allowances must be completed.</p>

Continued on next page

PCS Reporting with Temporary Duty Enroute, Continued

Procedure (continued)

Step	Action																									
5	Click the OK Button.																									
6	<p>Note: If the TDY Actual Departure Date is known, you may enter it now. For example, the member will depart on July 10, 2010</p> <p>You may return to this transaction and enter the departure date at any time. Do not enter the Actual Departure Date if it is unknown at this time.</p>																									
7	<p>When the member departs the Temporary Duty location, you return to the PCS Orders in DA and select the Depart/Report Mbr Tab orders and enter the departing information.</p>  <p>The screenshot shows the 'PCS Orders' interface with the 'Depart/Report Mbr' tab selected. The member information is as follows:</p> <table border="1"> <tr> <td>EmpID:</td> <td>1234567</td> <td>Sailor, Johnny T.</td> <td>Empl Rcd Nbr:</td> <td>0</td> </tr> <tr> <td>Dept:</td> <td>006533</td> <td>TRAVEL BR</td> <td>Empl Class:</td> <td>Regular</td> </tr> <tr> <td>Job Code:</td> <td>436092</td> <td>YNC</td> <td>Sal Plan/Grade:</td> <td>ENL E7</td> </tr> <tr> <td>Location:</td> <td>KS0001</td> <td>CG PPC</td> <td></td> <td></td> </tr> <tr> <td>Position:</td> <td>00013503</td> <td>TRAVEL CLAIM LEADER</td> <td></td> <td></td> </tr> </table>	EmpID:	1234567	Sailor, Johnny T.	Empl Rcd Nbr:	0	Dept:	006533	TRAVEL BR	Empl Class:	Regular	Job Code:	436092	YNC	Sal Plan/Grade:	ENL E7	Location:	KS0001	CG PPC			Position:	00013503	TRAVEL CLAIM LEADER		
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Location:	KS0001	CG PPC																								
Position:	00013503	TRAVEL CLAIM LEADER																								
8	<p>Enter the Actual Depart Date and any Authorized Delay Enroute.</p>  <p>The screenshot shows the 'Actual Report and Depart Dates' form. The 'Actual Report Date' is 07/01/2010 and the 'Actual Depart Date' is 07/07/2010. Below this, there is a section for 'Temporary Assignment' with 'New Destination Department' set to 007488 (SECTOR ST PETERSBURG) and 'Nature of Duty' set to 'Duty'. At the bottom, there is an 'Authorized Delay Enroute' table with columns for 'Begin Date', 'End Date', 'Delay Enroute', and 'Days'. The 'Days' column has '+' and '-' buttons.</p>																									
9	Click the Departing Entitlements Tab. <i>Note: This is only to continue OHA and OCOLA.</i>																									

Continued on next page

PCS Reporting with Temporary Duty Enroute, Continued

Procedure (continued)

Step	Action
10	Click the  Save Button.
11	Route for Approval. See Part IV, Chapter 2 for more information on Approval of PCS Orders.

PPC SPO Manual

Part IV, PCS Transfer

Chapter 6, Non Self-Service E-Resume

Overview

Introduction

The Non Self-Service e-Resume allows SPOs to enter assignment data information into PeopleSoft on behalf of members who do not have access to a Coast Guard Standard Workstation. Members, who have access to the system, must use the Direct Access [Self-Service e-Resume](#).

Process

This table describes the non self-service e-Resume process.

Stage	Who Does It	What Happens
1	Assignment Officer	Develops slate for assignment season.
2	CGPC	Publishes listings of available positions via message and fax-on-demand.
3	Member	Completes E-Resume Worksheet (CG PSC-2002) and forwards to Commanding Officer for endorsement.
4	Unit CO	Completes endorsement and forwards worksheet to PERSRU.
5	SPO	Enters member's assignment preferences and command endorsement PeopleSoft
6	Assignment Officer	Using tools within the PeopleSoft system matches member to appropriate position and issues orders.
7	PeopleSoft System	Sends member an email message notifying them of assignment decision and adds orders to the arrivals and departures pages for the appropriate commands (PERSRUs monitor the Airport Terminal for units that do not have access to the system and provide notification when orders are issued).

Overview, Continued

Contents

This chapter contains the following topics.

Topic	See Page
Adding Jobs to the Job Basket	IV-6-3
Completing the E-Resume	IV-6-6
Completing the Endorsement (E-Interview)	IV-6-10

Adding Jobs to the Job Basket

Introduction Complete these steps to add a member's assignment preferences to the job basket.

Procedure Log into Direct Access and follow these steps to enter a members assignment data into Direct Access E-Resumes.

Step	Action
1	Sign into Direct Access and navigate to the non Self Service e-Resume: Home > Develop Workforce > Recruit Workforce (GBL) > Use > Create e-Resume
2	Enter the member's employee ID number in the Applicant ID field and click the Search button. <div data-bbox="337 827 688 1430" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Create e-Resume</p> <hr/> <p>Find an Existing Value</p> <p>Applicant ID: <input type="text"/></p> <p>Empl Rcd Nbr: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>SetID: <input type="text" value="AUSCG"/></p> <p>Department: <input type="text"/> <input type="button" value="Q"/></p> <p>National ID: <input type="text"/></p> <p>Job Family: <input type="text"/> <input type="button" value="Q"/></p> <p>Job Code: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search</p> <p>Add a New Value</p> </div> <p>See Search Tips for more information on using the employee lookup page.</p> <p> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID before making any changes.</p>

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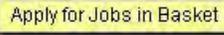
Adding Jobs to the Job Basket, Continued

Step	Action																				
3	<p>Enter a Position Number from the member's worksheet in the Position field of the View Job Postings page and click the Search button.</p> <div data-bbox="337 495 1430 1136" style="border: 1px solid black; padding: 10px;"> <h3 style="margin: 0;">View Job Postings</h3> <p style="margin: 0;">Enter your search criteria then click Search</p> <div style="background-color: #4a69bd; color: white; padding: 2px 5px; margin-bottom: 5px;">Search Criteria</div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Position Source: <input style="width: 90%;" type="text" value="Active Duty PCS"/></td> <td style="width: 50%; padding: 5px;">Select a Position Source Code</td> </tr> <tr> <td style="padding: 5px;">Position: <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;">Select a Position Nbr or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Dept Type: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a Type or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Department: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a Dept or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">State: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a State or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Job Family: <input style="width: 90%;" type="text" value="YN"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a Job Family or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Job Code: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a Jobcode or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Accomplishment: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select an Accomplishment or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Competency: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/></td> <td style="padding: 5px;">Select a Competency or leave blank for all</td> </tr> <tr> <td style="padding: 5px;">Keyword(s): <input style="width: 90%;" type="text"/></td> <td style="padding: 5px;">Optional</td> </tr> </table> <p style="margin: 5px 0;"> <input type="checkbox"/> Include positions NOT on shopping list <input type="button" value="Search"/> </p> </div> <p style="margin-top: 10px;"><i>Note: See the self-service E-Resume instructions for more information on using the job basket.</i></p>	Position Source: <input style="width: 90%;" type="text" value="Active Duty PCS"/>	Select a Position Source Code	Position: <input style="width: 90%;" type="text"/>	Select a Position Nbr or leave blank for all	Dept Type: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select a Type or leave blank for all	Department: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select a Dept or leave blank for all	State: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select a State or leave blank for all	Job Family: <input style="width: 90%;" type="text" value="YN"/> <input type="button" value="Q"/>	Select a Job Family or leave blank for all	Job Code: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select a Jobcode or leave blank for all	Accomplishment: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select an Accomplishment or leave blank for all	Competency: <input style="width: 90%;" type="text"/> <input type="button" value="Q"/>	Select a Competency or leave blank for all	Keyword(s): <input style="width: 90%;" type="text"/>	Optional
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Adding Jobs to the Job Basket, Continued

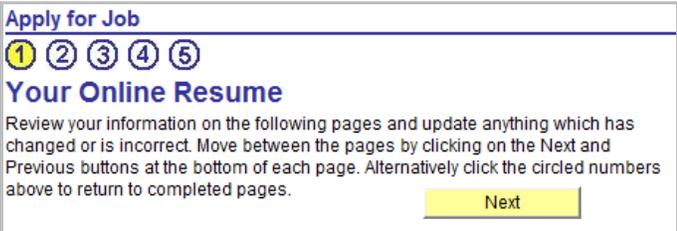
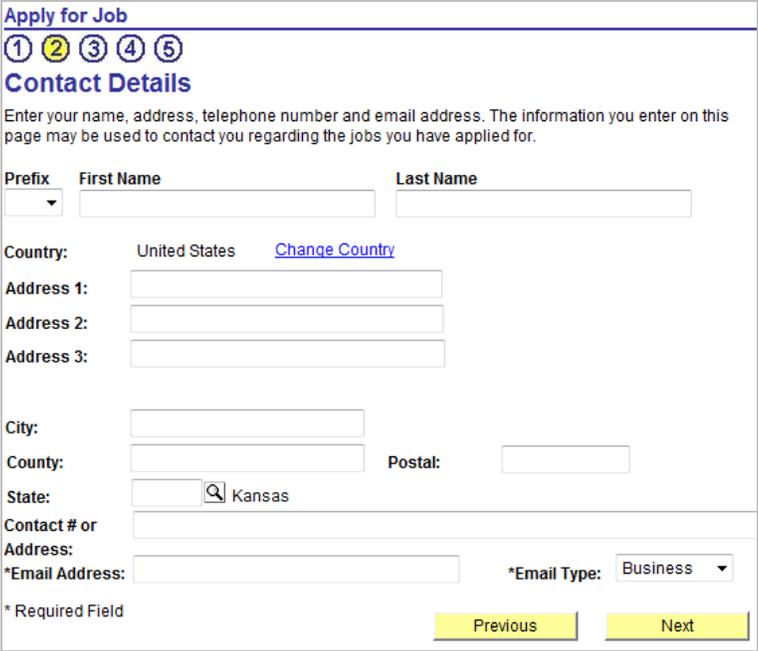
Procedure (cont'd)

Step	Action
4	<p>Click the check box in the Job Basket column on the list of jobs your search returned to add that job to the member's job basket.</p>  <p>Click the Add Selected to Job Basket button at the bottom of the page.</p> 
5	<p>Repeat steps 3 and 4 until all positions from the member's worksheet have been added to the job basket.</p>
6	<p>Click the View Job Basket link at the bottom of the page to go to the job basket.</p>  <p>Verify all positions from the worksheet are displayed in the job basket. Click the Return to Job Postings link if you need to add more jobs to the basket.</p>
7	<p>Click the  button to return to Page 1 to the E-Resume.</p> 

Completing the E-resume

Introduction After completed a members Job Basket, follow these steps to complete the member's e-Resume.

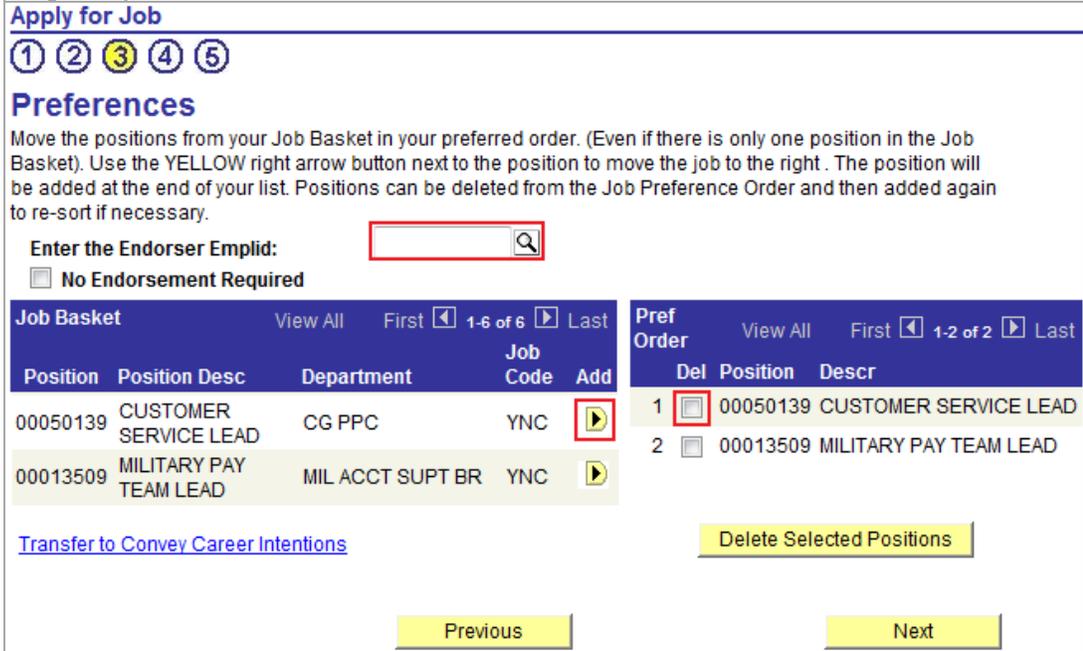
Procedure Follow the steps in one of the menu paths below to complete the E-Resume.

Step	Action
1	 <p>Click the Next button to continue.</p>
2	 <p>Click the Next Button to continue to Page 3.</p>

Continued on next page

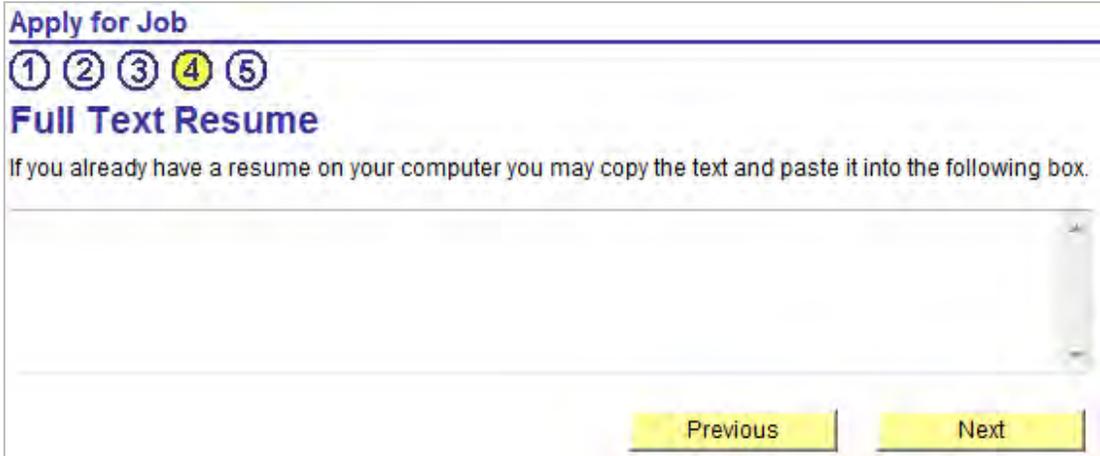
Completing the E-Resume, Continued

Procedure
(cont'd)

Step	Action																																																																															
<p>3</p>	<p>This page shows the job postings from the member's Job Basket in the column on the left side of the page. The Job Preference column, on the right side of the page, is used to sort the job postings.</p>  <p>Apply for Job</p> <p>① ② ③ ④ ⑤</p> <p>Preferences</p> <p>Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.</p> <p>Enter the Endorser Emplid: <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> No Endorsement Required</p> <table border="1"> <thead> <tr> <th colspan="5">Job Basket</th> <th colspan="3">View All</th> <th>First</th> <th>1-6 of 6</th> <th>Last</th> <th colspan="3">Pref Order</th> <th colspan="3">View All</th> <th>First</th> <th>1-2 of 2</th> <th>Last</th> </tr> <tr> <th>Position</th> <th>Position Desc</th> <th>Department</th> <th>Job Code</th> <th>Add</th> <th>Del</th> <th>Position</th> <th>Descr</th> <th colspan="11"></th> </tr> </thead> <tbody> <tr> <td>00050139</td> <td>CUSTOMER SERVICE LEAD</td> <td>CG PPC</td> <td>YNC</td> <td><input type="button" value="▶"/></td> <td>1</td> <td><input type="checkbox"/></td> <td>00050139</td> <td>CUSTOMER SERVICE LEAD</td> <td colspan="11"></td> </tr> <tr> <td>00013509</td> <td>MILITARY PAY TEAM LEAD</td> <td>MIL ACCT SUPT BR</td> <td>YNC</td> <td><input type="button" value="▶"/></td> <td>2</td> <td><input type="checkbox"/></td> <td>00013509</td> <td>MILITARY PAY TEAM LEAD</td> <td colspan="11"></td> </tr> </tbody> </table> <p>Transfer to Convey Career Intentions <input type="button" value="Delete Selected Positions"/></p> <p><input type="button" value="Previous"/> <input type="button" value="Next"/></p> <p>Enter your Employee ID number in the Emplid field at the top of the page. This will route the e-Resume to your worklist so you can complete the e-Interview (endorsement).</p> <p>To sort the job postings in the member's preferred order, click the right arrow <input type="button" value="▶"/> button on the Job Basket grid. This will place the Position number in the Job Preference column. Jobs are listed in the preference column in the order you add them.</p> <p>Note: Jobs are not actually applied for until you copy them over to the Preferences column. Move the positions from your Job Basket in your preferred order. (<i>Even if there is only one position in the Job Basket</i>). Use the right arrow button <input type="button" value="▶"/> next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job reference Order and then added again to re-sort if necessary.</p>	Job Basket					View All			First	1-6 of 6	Last	Pref Order			View All			First	1-2 of 2	Last	Position	Position Desc	Department	Job Code	Add	Del	Position	Descr												00050139	CUSTOMER SERVICE LEAD	CG PPC	YNC	<input type="button" value="▶"/>	1	<input type="checkbox"/>	00050139	CUSTOMER SERVICE LEAD												00013509	MILITARY PAY TEAM LEAD	MIL ACCT SUPT BR	YNC	<input type="button" value="▶"/>	2	<input type="checkbox"/>	00013509	MILITARY PAY TEAM LEAD											
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<p>4</p>	<p>Click the Next button to continue to Page 4.</p>																																																																															

Completing the E-Resume, Continued

Procedure (cont'd)

Step	Action
5	 <p>Full Text Resume (comments). Type the member's comments directly into the area provided or copy them from another application, such as Microsoft Word, and paste them into the block.</p> <p>Per ALCOAST 158/02, if submitting a request for overseas assignment the member must review the Command Checklist for Overseas Screening and the financial assessment shown in Exhibit 4.H.2 of the Coast Guard Personnel Manual, COMDTINST M1000.6(series) and include the following statement in the Full Text Section of the e-Resume: "My family (if applicable) and I meet the criteria for overseas assignment as outlined in section 4.H of the CG Personnel Manual. My spouse (if applicable) and I have reviewed the Command Checklist for Overseas Screening and the Financial Assignment Checklist shown in Exhibit 4.H.2, CG Personnel Manual."</p>
6	Click the Next button to go to page 5.

Continued on next page

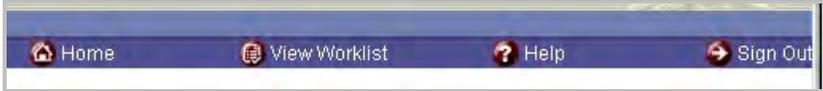
Adding Jobs to the Job Basket, Continued

Procedure (cont'd)

Step	Action
7	<div data-bbox="337 478 1284 1262" style="border: 1px solid gray; padding: 10px;"> <p>Apply for Job</p> <p>① ② ③ ④ ⑤</p> <p>Submit Resume</p> <p>If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.</p> <p>Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.</p> <p style="text-align: center;"><input type="button" value="Submit"/></p> <p>You will be notified by email when we have received your resume.</p> <p>The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.</p> <p style="text-align: right;"><input type="button" value="Previous"/></p> </div> <p>When you have checked the information click the Submit button at the bottom of the page to submit the resume.</p> <p><i>After you click the submit button a page will display with a summary of the resume. You can print this page by clicking the printer icon on the Internet Explorer menu.</i></p> <div data-bbox="542 1507 1222 1751" style="border: 1px solid gray; padding: 10px; margin-top: 20px;"> <p>Apply for Job</p> <p>Submit Confirmation</p> <p>Resume Submitted Successfully</p> <p style="text-align: center;"><input type="button" value="OK"/></p> </div>

Completing the E-Interview

Introduction The E-Interview is accessed via your worklist. Use the link provided in the email message or follow these steps to access your worklist.

Step	Action
<p>1</p>	<p>Log into Direct Access and click on <i>View Worklist</i>.</p>  <p>OR: Click the link on the email.</p> 
<p>2</p>	<p>See the Completing the Endorsement instructions to complete the command endorsement. Procedures can be found using the DA On-Line Guide, Completing the E-Resume Endorsement.</p>